DOCUMENT RESUME

ED 432 346 JC 990 480

TITLE	Governing Board Manual. Revised June, 1999.
INSTITUTION	Palomar Community Coll. District, San Marcos, CA.
PUB DATE	1999-06-00
NOTE	249p.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	MF01/PC10 Plus Postage.
DESCRIPTORS	Advisory Committees; Community Colleges; *Educational Planning; Faculty College Relationship; *Governance; Government Role; Government School Relationship; Mission Statements; *Participative Decision Making; *Policy Formation; Public Agencies; Two Year Colleges
IDENTIFIERS	*Palomar College CA

ABSTRACT

This document details the governance structure of Palomar Community College. The plan attempts to: (1) provide appropriate representation for each constituent group; (2) delineate committee responsibilities and reporting relationships; (3) establish the appropriate number and size of committees; (4) ensure that operational matters are handled appropriately; and (5) establish a framework for short-term and long-range strategic planning processes with goals and objectives for the future and plans for achieving them. The governance structure described in the manual is organized on two levels, planning and operational. Planning committees address issues that affect the entire campus and have long-term implications. The responsibilities of planning committees are to develop strategies, concepts, and policies which reflect the purpose of the college and chart its course for the future. Operational committees are those charged with developing policy and procedure affecting the routine operation of the college. The purpose of the governance structure is to share the responsibilities of governance and to involve staff and students appropriately in the planning and operation of the college. The manual includes descriptions of each committee, their purposes, goals, and missions. It also includes all statutes, policies, and procedures for governance at Palomar College. (TGO)

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ED 432 346

PALOMAR COLLEGE
Founded 1946
Educational Excellence

GOVERNING BOARD MANUAL

Revised June, 1999

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PREFACE

In accordance with its designated function as a policy-making body, the Governing Board of the Palomar Community College District (hereinafter also referred to as the Governing Board or the Board) hereby creates and sets forth this Governing Board Policy Manual subject to the Education Code of the State of California, all rules prescribed by the Board of Governors of the California Community Colleges and all applicable local, state, and federal statutes. The provisions of this policy manual may be changed by action of the Governing Board through a majority vote of members, if two weeks' advance notice is given of intent to change policy, or by unanimous vote of all members present at any regular meeting.

The policies set forth herein, therefore, are designed to provide all personnel with a policy framework.

KEY TO SYMBOLS

Citation of Authorities

EC	California Education Code - Section Number
GC	California Government Code - Section Number
5 CAC	Title 5 California Administrative Code - Section Number
PC	California Penal Code - Section Number
GB	Palomar Community College District Governing Board - Date of Adoption followed by later dates of amendment
PAC	President's Advisory Council – Date of Approval

CODE OF ETHICS
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
(89-13740)

As a member of the Palomar Community College District Governing Board, I will perform my duties in accordance with my oath of office. I am committed to serving the educational needs of the citizens of the District. My primary responsibility is to provide learning opportunities to each student regardless of race, sex, color, age, religion, ancestry, creed, national origin, political belief, marital status, sexual orientation, medical condition, physical disability, or Vietnam-era veteran status.

It is my further responsibility to:

1. Devote time, thought, and study to my duties as a Palomar College Board member so that I may render effective and creditable service.
2. Work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debates of points at issue.
3. Base my personal decisions upon all available facts in each situation, vote my honest conviction in every case unswayed by partisan bias, and abide by and uphold the final majority decision of the Board.
4. Remember at all times that as an individual I have no legal authority outside the meetings of the Board and conduct my relationships with College staff, students, the local citizenry, and the media on that basis.
5. Be aware that I am responsible to all citizens of the District and not solely to those who elected me. The authority delegated to me by the voters must be exercised with as much care and concern for the least influential as for the most influential member of the community.
6. Resist every temptation and outside pressure to use my position as a community college board member to benefit either myself or any other individual or agency apart from the total welfare of the Palomar Community College District.
7. Recognize that it is as important for the Board to understand and evaluate the educational program of Palomar College as it is to plan for the business of College operation.
8. Bear in mind under all circumstances that the Board is legally responsible for the effective operation of the District. Its primary function is to establish the policies by which the Palomar Community College District is to be administered. The Board shall hold the Superintendent/President and his/her staff responsible for the administration of the educational program and the conduct of College business.
9. Welcome and encourage the active involvement of students, employees, and citizens of the District with respect to establishing policy on current College operation and proposed future developments and consider their views in my deliberations and decisions as a Board member.
10. Recognize that deliberations of the Board in closed session are not mine to release or discuss in public without the approval of the Board by majority vote.
11. Avail myself of opportunities to enhance my potential as a Board member through participation in educational conferences, workshops, and training sessions offered by local, state, and national organizations.
12. Be informed about the actions and positions of state and national community college trustees' associations.
13. Strive to provide the most effective community college board service of which I am capable, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

GB 4-10-90

PALOMAR COLLEGE GOVERNANCE STRUCTURE

INTRODUCTION

This governance structure benefits from the substantial efforts groups and individuals have devoted to its design. It is not a static plan; rather, it is expected that fine tuning over time will enhance collegial governance at Palomar College. This plan attempts to: 1) provide appropriate representation for each constituent group, 2) delineate committee responsibilities and reporting relationships, 3) establish the appropriate number and size of committees, 4) ensure that operational matters are handled appropriately, 5) establish a framework for short-term and long-range strategic planning processes with goals and objectives for the future and plans for achieving them. This plan does not address or interfere with department/division organization or managerial structure.

PURPOSE OF GOVERNANCE STRUCTURE

It is in the spirit of collegiality, cooperation, and collective effort that the responsibility of governance is undertaken at Palomar College. The purpose of the Palomar College governance structure is to share the responsibilities of governance and to involve staff and students appropriately in the planning and operation of the College. Committees exist to formalize collegiality, facilitate communication, develop effective plans and processes, and provide input to guide the College toward its goals.

GOVERNANCE STRUCTURE

The Governance structure described herein is organized on two levels, Planning and Operational. This two-tiered governance plan reflects the need for both long range planning and immediate decision making.

Planning committees typically address issues which affect the entire campus and have long-term implications. These committees are not to be encumbered by day-to-day operational issues. The responsibility of these committees is to develop strategies, concepts, and policies which reflect the purpose of the College and chart its course for the future.

Four planning committees will operate under the direction of the Educational Master Planning Committee: Instructional Planning, Staff Planning, Student Services Planning, and Facilities Planning.

Operational committees are those charged with developing policy and procedure affecting the routine operation of the college. These committees exist as a result of law or Governing Board policy or as deemed functionally appropriate by the administration. Tasks assigned to operational committees are relatively narrow in scope but are guided by goals established at the Planning level of the governance structure.

COMMITTEE MEETINGS

All campus committees and working groups will seek to make the most effective use of the campus Intranet and other communication media as tools of open communication and discussion.

OPEN ACCESS

Agendas, minutes, reports, and other work products of all governance committees and other groups involved in governance should be posted on the Palomar Intranet and made readily accessible to all interested parties.

SHARING OF AUTHORITY

The final authority for governance at Palomar College is the Governing Board. The Governing Board delegates authority to the Superintendent/President who in turn shares that authority as appropriate through the process of collegial governance. Committees function to provide guidance and assistance to committee chairs and administrative staff in order to accomplish a particular objective. Committee chairs are charged with the task of providing leadership and necessary resources. Committee members provide input and share necessary assignments in order for the committee to complete its objective.

Because College and District administrators are held accountable for their actions and decisions, governance committees serve as advisory. Administrators are obligated to consider input and advice of committee members seriously. Opinions will be considered based upon their merit. Committee chairs will inform committee membership of their recommendations and decisions after input and advice are considered.

REPRESENTATION WITHIN GOVERNANCE STRUCTURE

The governance structure provides for representation from five recognized constituencies at Palomar College: students, faculty, bargaining unit classified staff, Administrative Association members, and senior and executive administration. Appointments from these constituencies, when not specified by position, are made by the following:

- ASG - for students
- Faculty Senate - for faculty
- CCE/AFT - for classified staff
- Administrative Association - for directors, supervisors, and confidential employees
- Superintendent/President - for senior and executive administrators

Committee meetings are public. In addition to representation afforded to individuals through constituencies, individuals and groups may also be heard in any committee by requesting permission to speak. Written minutes or proceedings will be recorded for all governance committees. Appointees have the responsibility for keeping their respective groups informed of the proceedings and recommendations of governance committees. Appointees are expected to attend meetings and to contribute as a part of their professional responsibilities.

GOVERNANCE COMMITTEE COMPOSITION

Where specific representation is designated by position, the intent is to facilitate the committee process and bridge operational gaps which may occur as a result of committee actions or recommendations.

Committee members are reminded that their role in committees goes beyond mere partisan representation. While it is expected that members will draw upon their particular expertise, recommendations must be motivated by doing what is best for the College in light of its mission, goals and needs. Committees should seek a broad diversity of members and, where possible, avoid overlaps in membership service of the same individuals. Constituent groups may elect or replace committee members as needed. Committee terms for those appointed or elected, unless otherwise specified, are for three years. The Associated Student Government term for committees is one year. Committees are not to be reformed each year. The three-year terms of the appointed or elected members are to be staggered so that, normally, for every three appointed or elected members, only one is replaced in a given year. A committee member wishing to retire from service prior to the expiration of his or her term is encouraged to find a replacement to recommend to the appropriate constituent group or administrator. However, in order to provide maximum opportunity for representation, non-designated members should not serve terms exceeding three years. In the initial stages of committee formation, constituent groups and the committees themselves should develop plans to provide for ongoing representation and the staggering of terms.

PLANNING

The planning process begins at the department/program level. Both short-term and long-range planning for the College are the responsibilities of the Educational Master Planning committee and the four planning committees that report to it. The Mission and Vision Statements provide overall guidance to the College operational and planning committees. The work of the planning committees provides direction for the operational committees.

PLANNING PROCESS

At the beginning of each planning cycle, the Office of Research and Planning will report on research, projections, and planning assumptions to the Educational Master Planning Committee. The Educational Master Planning Committee, in consultation with the other planning committees, will develop and publish strategic five-year institutional goals and objectives and a common format for five-year plans.

The planning committees may also develop more specific goals supporting the institutional goals. The Educational Master Planning Committee will review and accept, amend, or request revision of goals developed by the planning committees and will distribute all approved goals to the divisions and departments as strategic guidance to be used in developing their own five-year plans.

The Educational Master Planning Committee will develop and publish time lines for submission of unit plans.

Divisions and departments will develop their five-year plans to include operational objectives, activities, and resources required, created in alignment with broader institutional goals, and will forward them to their vice presidents.

Each vice president will develop an integrated unit five-year plan in consultation with the divisions and departments and will forward this unit plan to the Educational Master Planning Committee.

The Educational Master Planning Committee will forward to the appropriate planning committees the components of the unit plans for review.

Each planning committee will review the plans it receives only for coherence and consistency with the strategic five-year institutional goals and objectives published by the Educational Master Planning Committee and those of the units, divisions, and departments. The planning committees will consult with the units, divisions, and departments when necessary. They will then forward to the Educational Master Planning Committee the original unit plans, along with any proposed modifications and conclusions from their review.

The Educational Master Planning Committee will review and accept, amend, or request revision of the components of the plans forwarded from the Vice Presidents. The draft document will be sunshined to employees groups. Input from the sunshining process will be reviewed and acted upon by the Educational Master Planning Committee before being forwarded to the President's Advisory Council and to the Governing Board for approval. The Educational Master Planning Committee will publish the Educational Master Plan.

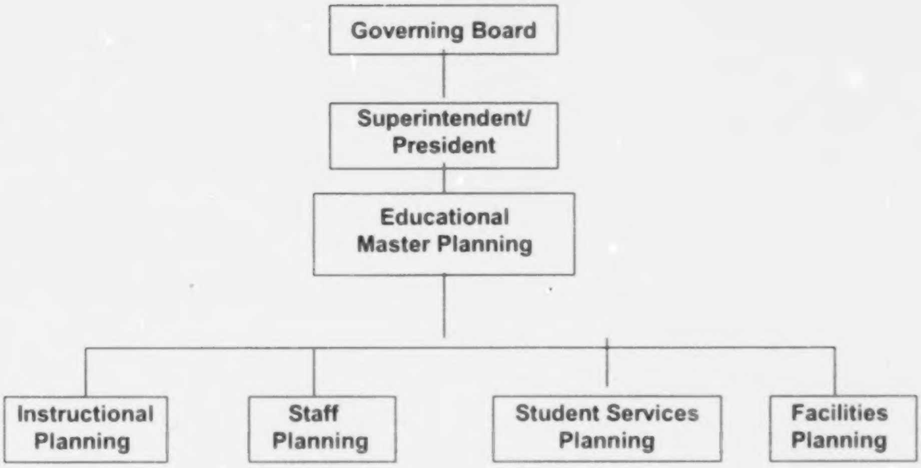
ROUTING OF GOVERNANCE ISSUES

The President's Advisory Council will refer issues that would affect the Educational Master Plan to the appropriate planning committee. The final adopted plan from the Educational Master Planning Committee will be presented to the President's' Advisory Council prior to being forwarded to the Governing Board for approval.

PRESIDENT'S ROLE

At least once each semester, the Superintendent/President will meet with the Educational Master Planning Committee to evaluate progress toward the Vision and strategic goals of the College and discuss priority planning goals for the upcoming semester. He or she will preside over a joint meeting of all five planning committees at the beginning of each academic year.

PLANNING COMMITTEES


Governing Board
Superintendent/ President
Educational Master Planning
Instructional Planning
Staff Planning
Student Services Planning
Facilities Planning

EDUCATIONAL MASTER PLANNING COMMITTEE

Role

The Educational Master Planning Committee integrates the five-year plans of the Instructional, Facilities, Student Services, and Staff Planning Committees; devises a five-year Educational Master Plan that is consistent with the educational mission of the College and maximizes the quality and efficiency of the operation of the College in support of teaching and learning; guides the development of a resource allocation plan; in consultation with other planning committees, develops and publishes strategic five-year institutional goals and objectives and a common format for five-year plans; and transmits the five-year Educational Master Plan to the Governing Board via the Superintendent/President. The Educational Master Planning Committee also assumes responsibility for program review and evaluation.

Products

- Five-year Educational Master Plan.
- Five-year Institutional Goals and Objectives.
- Resource impact analysis of recommended policies and plans.
- Program Review and Evaluation Reports.
- Time lines for submission of unit plans.

Reporting Relationships

- Governing Board via the Superintendent/President
- **Members**
- Vice President, Instruction, Chair
- Six Faculty
- One Administrative Association Member
- Two Classified Unit Employees
- One Student
- Vice President, Student Services
- Vice President, Finance and Administrative Services
- Vice President, Human Resources and Affirmative Action
- Director of Institutional Research and Planning
- Chair, Instructional Planning Committee (or designee)
- One appointed by the Superintendent/President

FACILITIES PLANNING COMMITTEE

Role

The Facilities Planning Committee generates the facilities component of the five-year Educational Master Plan. It develops policy and plans to increase the quality and effective use of College facilities.

Products

- Facilities component of the five-year Educational Master Plan.
- Resource impact analysis of recommended policies and plans.

Reporting Relationship

- Educational Master Planning Committee.

Members

- Vice President, Finance and Administrative Services, Chair
- Facilities Planner
- Four Faculty
- One Senior/Executive Administrator
- Director of Facilities
- One Administrative Association Member
- One Classified Unit Employee
- One Student

INSTRUCTIONAL PLANNING COMMITTEE

Role

The Instructional Planning Committee generates the instructional component of the five-year Educational Master Plan. It develops educational policy and plans for increasing quality, effectiveness and efficiency of the College's instructional programs. This Committee coordinates its work with the Curriculum Committee and provides assistance to the Curriculum Planning Subcommittee. This Committee will develop a process to coordinate its planning activities with those of the Curriculum Committee.

Products

- Instructional component of the five-year Educational Master Plan.
- Studies of alternative educational programs and technologies.
- Studies and recommendations for recognizing and rewarding teaching performance and excellence.
- Resource impact analysis of recommended policies and plans.

Reporting Relationships

- Educational Master Planning Committee
- **Members** The chair of this Committee is elected from among its members.
- Five Instructional Deans (or designees)
- One appointed by the Vice President, Student Services
- Eight Faculty
- One Student
- One Classified Unit Employee
- One Administrative Association Member

STAFF PLANNING COMMITTEE

Role

The Staff Planning Committee generates the staffing component of the five-year Educational Master Plan. Projects and assesses alternative staffing patterns and needs and develops policies and plans for achieving desired staff patterns and increasing the effectiveness, quality, and satisfaction of the staff. The Committee will develop an annual staffing plan, including new positions and the reduction or reassignment of existing positions. The Committee will develop criteria for creating new positions and the increase, reduction, or reassignment of existing positions.

Products

- Annual staffing plan

- Criteria for creating new positions and the increase, reduction, or reassignment of existing positions.
- Staffing component of the five-year Educational Master Plan.
- Resource (financial and other) impact analysis of recommended policies and plans.
- Alternative staffing pattern projections.

Reporting Relationship

- Educational Master Planning Committee

Members

- Vice President, Human Resources and Affirmative Action, Chair
- Five Faculty
- One Administrative Association Member
- Two Classified Unit Employees
- One appointed by the Vice President, Instruction
- One appointed by the Vice President, Student Services
- One appointed by the Vice President, Finance and Administrative Services
- One Student

STUDENT SERVICES PLANNING COMMITTEE

Role

The Student Services Planning Committee generates the student services component of the five-year Educational Master Plan. It develops student services policy and plans for increasing quality, effectiveness and efficiency of the College's student services programs.

Products

- Student services component of the five-year Educational Master Plan.
- Resource impact analysis of recommended policies and plans.

Reporting Relationships

- Educational Master Planning Committee
- **Members**
- Vice President, Student Services, Chair
- Four Appointed by the Vice President, Student Services
- One Appointed by the Vice President, Instruction
- Three Faculty
- One Student
- One Classified Unit Employee
- One Administrative Association Member

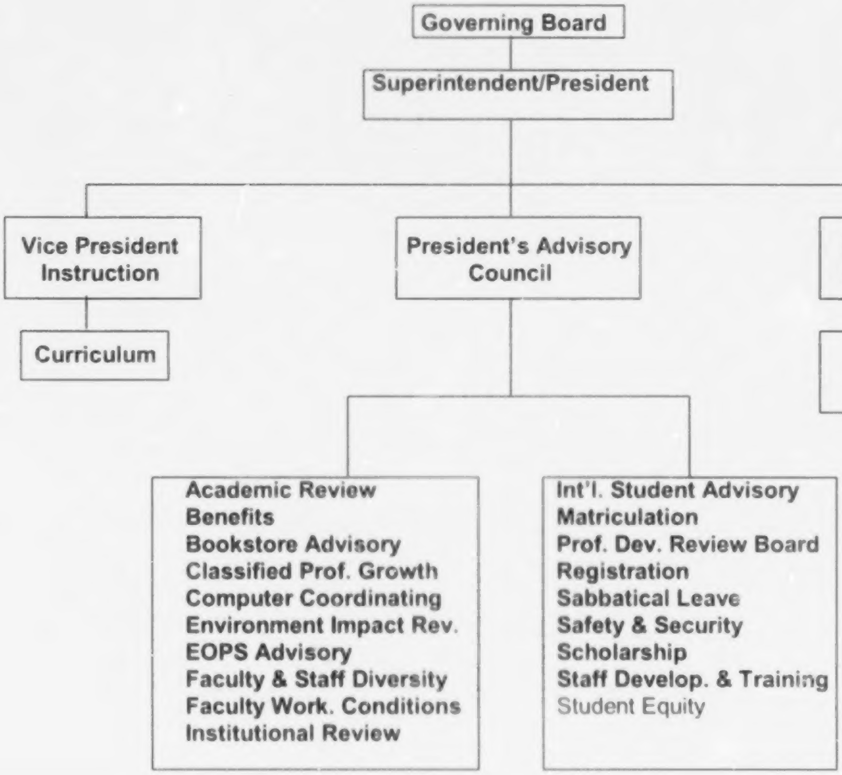
OPERATIONS COMMITTEES

The governance structure recognizes a number of standing operational committees. Some are established by Governing Board policy and/or are required by law. In general, operational committees have memberships representative of campus constituencies and departments. Some are quite specialized in their tasks and therefore membership is more narrowly limited to those with appropriate expertise or office. These operational committees, comprising the current day-to-day governance structure of the College, are to communicate with the new strategic planning committees and take general direction from the adopted Vision Statement.

Key operational committees which report to the Superintendent/President and to which other operational committees report are the Curriculum Committee, The Resource Allocation Committee, and The President's Advisory Council.

In addition to the standing operational committees, task forces may be convened as needed to deal with matters of limited scope. The goals and reporting relationships of these task forces will be determined by the commissioning body or individual.

OPERATIONS COMMITTEES



ACADEMIC REVIEW COMMITTEE

Role
The Academic Review Committee considers all problems of admission, probation, academic suspension, and certification of graduates.

Reporting Relationship
- Director, Enrollment Services

Members
- Director, Enrollment Services, Chair
- Dean, Counseling, Guidance and Career Development
- Four Teaching Faculty
- Articulation Officer
- Evaluation Supervisor (non-voting)
- One Student (non-voting)

BENEFITS COMMITTEE

Role
The Benefits Committee reviews current benefits and makes recommendations for additions and changes to employee and retiree health and welfare benefits. It reviews benefits changes in light of federal and state laws, as well as District planning and policy decisions. The Committee seeks input from employees and retirees for

benefits needs, considers costs of benefits, and advises employee and retiree groups, the administration, and the Staff Planning Committee as necessary.

Reporting Relationships

- Faculty Senate, the Administrative Association, the CCE/AFT, and the President's Cabinet.
- The Committee makes recommendations to the Resource Allocation Committee.

Members

- Vice President, Human Resources and Affirmative Action, Chair
- Four Faculty Members
- Four Classified Unit Employees
- Two Administrative Association Members
- Two Retirees
- One Senior/Executive Administrator

BOOKSTORE ADVISORY COMMITTEE

Role

The Advisory Committee works as a liaison between the student government and faculty representative and Administrative Services.

Reporting Relationship

- Vice-President, Finance and Administrative Services

Members

- Vice-President, Finance and Administrative Services, Chair
- One Faculty
- Two Students
- Director, Auxiliary Services (ex-officio)

CLASSIFIED PROFESSIONAL GROWTH COMMITTEE

Role

The Classified Professional Growth Committee reviews and approves the professional growth programs for classified staff and monitors the progress of classified employees enrolled in professional growth programs. The Committee recommends changes and additions to the requirements and structure of the program.

Reporting Relationship

- Vice President, Human Resources and Affirmative Action

Members

Six Classified Staff Members:

- Two Technical/Para-Professional/Professional
- One Service/Skilled Crafts
- Three Secretarial/Clerical
- Vice President, Human Resources and Affirmative Action, Advisor

COMPUTER COORDINATING COMMITTEE

Role

The purpose of the Computer Coordinating Committee is to:

A. Recommend standards for personal computers, work station computers, local and wide area networks and associated peripheral equipment.
    1. Periodically review available hardware and software for appropriateness to district use and make appropriate adjustments to standards.

B. Develop standard purchasing specifications conforming to adopted hardware and software standards.
    1. Develop and publish generic specifications to guide departments in ordering computing equipment.

2. Develop a procedure to accommodate requests that do not conform to established standards.

C. Review requests for faculty office computers and recommend priority for purchases.

D. Review five-year computing plans from Instruction, Student Services and Administrative Services and combine into a five-year Institutional Computing Master Plan. The plan should include priorities for implementation. The Institutional Computing Master Plan will be submitted to the Educational Master Planning Committee for final review.

E. Appoint members to serve as liaisons between departments developing computing plans and the Committee.

Reporting Relationship

- Assistant Superintendent/Vice President, Instruction

Members

- Six Computer Using Faculty Members
- Director, Information Services
- One Administrative Services Representative
- One Instructional Services Representative
- One Senior Administrator
- One Student Services Representative
- One CAI Expert

CURRICULUM COMMITTEE

Role

The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction. The Curriculum Committee will develop a process to coordinate its planning activities with those of the Instructional Planning Committee.

Reporting Relationship

- Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board.

Members

- Four faculty representatives from each of the following divisions:
  Arts and Languages; Human Arts and Sciences; Mathematics and the Natural and Health Sciences; Media, Business and Community Services; and Vocational Technology
- Vice President, Instruction (Co-Chair)
- All Instructional Deans
- Faculty Senate Representative (Co-Chair)
- Faculty Representative from Library
- Faculty Representative from Student Services
- Articulation Officer
- Representatives from appropriate areas will be solicited and appointed by the Senate.
- Student Liaison from ASG (observer)
- Members will serve a three-year term with 1/3 of the membership confirmed each year.

A. Tasks

It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.

1. Approval of new instructional, AA Degree, Certificate and Continuing Education programs.
   a. Reviews proposed programs to determine consistency with educational master plan
   b. Prevents unnecessary duplication and overlap among programs
   c. Validates transfer and vocational programs in terms of educational and employment opportunities
2. Approval of new courses for inclusion in the College Catalog

   - a. Edits language of catalog description
   - b. Validates appropriate unit value
   - c. Assigns placement within Associate Degree and CSU GE requirements
   - d. Approves placement within AA and Certificate Programs
   - e. Approves course prerequisites and co-requisites
   - f. Approves basic skills entrance requirements
   - g. Approves dual- and cross-listings
   - h. Validates appropriateness of transfer and vocational courses
   - i. Approves course syllabi
   - j. Prevents unnecessary duplication and overlap among courses
   - k. Monitors consistency of course numbers

3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
4. Approval of deletions of courses and programs from the College Catalog.
5. Establishes procedures for, and conducts a periodic review of, programs and courses.
   - a. Develops criteria for a timely and systematic review of syllabi
   - b. Annually reviews courses inactive for two years
   - c. Receives the annual report of the Articulation Officer
6. Recommends college-wide academic performance standards including, but not limited to:
   - a. Graduation requirements
   - b. Minimum academic qualifications and standards for:
     - (1) Basic skills courses
     - (2) AA Degree applicable courses
     - (3) Non-AA Degree applicable courses
     - (4) Continuing Education courses
   - c. Writing Across the Curriculum
   - d. Reading Across the Curriculum
   - e. Critical Thinking Across the Curriculum
7. Establishes standing and/or ad hoc committees as needed

Tasks not listed under a subcommittee are the responsibility of the Curriculum Committee as a whole.

B. Subcommittees

Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole.
The tasks identified above shall be accomplished through the following subcommittees:

Subcommittees AI, A2 - Course and Program Approval Committees (Two parallel committees)

Duties apply to all new courses, programs, and changes in existing courses and programs:

1. Prevents unnecessary duplication and overlap among programs
2. Approves placement within AA and Certificate Programs
3. Approves dual and cross-listings
4. Develops criteria for a timely and systematic review of syllabi
5. Edits language of catalog description and syllabi
6. Approves course syllabi
7. Monitors consistency of course numbers
8. Validates appropriate unit value
9. Approves course prerequisites and co-requisites
10. Approves discipline assignments for the purpose of establishing minimum qualifications.

Subcommittee B - General Education and Standards Subcommittee

Duties:

1. Assigns placement within Associate Degree and CSU GE requirements
2. Approves basic skills entrance requirements
3. Approves changes to existing programs and courses with respect to:
   - (a) assigning placement within Associate Degree and CSU GE requirements
   - (b) approving placement within AA and Certificate Programs
   - (c) approving basic skills entrance requirements
4. Receives the annual report of the Articulation Officer
5. Recommends college-wide academic performance standards including, but not limited to:
   - (a) graduation requirements
   - (b) minimum academic qualifications and standards for:
     - (1) basic skills courses

(2) AA Degree applicable courses
(3) Non-AA Degree applicable courses
(4) Continuing Education courses
(5) Certificate Programs

Subcommittee C - Curriculum Planning Subcommittee

Duties:

1. Reviews proposed programs to determine consistency with educational master plan
2. Validates transfer and vocational programs in terms of educational and employment opportunities
3. Validates appropriateness of transfer and vocational courses
4. Approves changes to existing programs and courses with respect to validating appropriateness of transfer and vocational courses
5. Recommends college-wide academic performance standards including, but not limited to:
   (a) Writing Across the Curriculum
   (b) Reading Across the Curriculum
   (c) Critical Thinking Across the Curriculum
6. Annually reviews courses inactive for two years

C. Procedure

Any proposal will proceed through the following channels:

- Program/Department, Division Dean, Curriculum Co-Chairs, one of the A Subcommittees (assigned by the Faculty Co-Chair), simultaneously to Subcommittees B and C, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board.
- It is recommended that each subcommittee process proposals within a two-week time period. All proposals shall be first considered by one of the A subcommittees with the corrected syllabi. Proposals will be assigned by the faculty co-chair.
- If a problem is identified, it shall be the responsibility of the subcommittee to contact the department chairperson/director. There should be thorough communication between subcommittees and department representatives. Departments should be given direction and assistance from the subcommittees for any needed modifications to their proposals. It shall be the responsibility of the department chairperson/director to return corrected proposals to the appropriate subcommittee. In the event that a difference of opinion exists between the subcommittee and department, the proposal shall proceed either to the next subcommittee or the Curriculum Committee as a whole (whichever is next in line), via the Instruction Office, with the subcommittee's written recommendations attached. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board. It shall be the responsibility of the faculty co-chair to facilitate this procedure.

rev. PAC 5/18/99

ENVIRONMENTAL IMPACT REVIEW COMMITTEE

Role

The Environmental Impact Review Committee functions to review the impact on the environment of all proposed earth movements or alterations of the natural habitat (with the exception of the categorical exemptions listed below). All projects subject to review will be submitted to the Committee in advance of their implementation. The Committee is charged with recommending to the Vice President for Finance and Administrative Services measures for mitigating the impact within the mandated guidelines of the California Environmental Quality Act of 1970.

If the majority of the Committee concludes that significant environmental resources are potentially endangered by proposed campus earth movements or alterations of the natural habitat, these activities will be postponed until an environmental impact study is prepared by an independent consultant, approved by the Committee, and accepted by the Palomar College Governing Board.

The categorical exemptions from this review process include:

A. Excavation for sprinkler lines
B. Post hole excavation for fences
C. Lawn aeration and renovation
D. Excavation for planting sapling trees
E. Excavation involving less than one cubic meter of earth

Reporting Relationship
- Vice President, Finance and Administrative Services

Members
- Vice President, Finance and Administrative Services, Chair
- Three Faculty:
  a biologist, an American Indian specialist, and an archaeologist

EOP&S ADVISORY COMMITTEE

Role .
The EOP&S Advisory Committee is aware of the operation and plans of the EOP&S program and makes recommendations to the Director of the EOP&S program with respect to the needs and desires of the community.

Reporting Relationship
- Director, EOP&S

Members
- Director, EOP&S
- Members nominated by EOP&S Director, approved by PAC and Board

FACULTY AND STAFF DIVERSITY ADVISORY COMMITTEE

Role
The Faculty and Staff Diversity Advisory Committee assists the District in achieving understanding and support of Faculty and Staff Diversity, Affirmative Action and Equal Opportunity programs. The Committee (1) assists in developing the District's Faculty and Staff Diversity Plan in compliance with state and federal regulations, statutes, and guidelines; (2) monitors the implementation and progress of the Faculty and Staff Diversity Plan and recommends corrective action when necessary; (3) advises the Affirmative Action Officer in the development and presentation of annual reports to the Governing Board and Superintendent/President and responds to affirmative action inquiries and concerns of all employees; (4) assists the Affirmative Action Officer in developing and coordinating information programs for District employees; (5) serves on hearing committees for formal complaints of unlawful discrimination including those filed on the basis of sexual harassment; (6) reviews and suggests revisions in services, employment policies, and other written and unwritten rules, policies, practices, and procedures that affect persons with disabilities; (7) monitors the implementation and compliance of the Americans With Disabilities Act; and (8) assists in the selection of Affirmative Action representatives in accordance with existing hiring policies.

Reporting Relationship
- Vice President, Human Resources and Affirmative Action

Members
- Vice President, Human Resources and Affirmative Action, Chair
- Faculty Diversity Coordinator
- Five Faculty Members (to include at least one Adjunct Faculty Member)
- Two Classified Unit Employees
- Two Administrative Association Members
- Director, EOP&S
- One Senior Administrator
- Two Students appointed by the ASG
- Two Community Representatives
- At-large Members (up to 3) may be appointed by the Superintendent/President after consultation with the Faculty and Staff Diversity Advisory Committee.

FACULTY WORKING CONDITIONS COMMITTEE

Role

The Faculty Working Conditions Committee develops, reviews, and recommends revisions to the faculty working conditions policies and procedures.

Reporting Relationship
- Superintendent/President

Members
- Faculty Senate President
- Faculty Senate Vice President
- Faculty Senate Secretary
- Faculty Senate Past President
- The Faculty President
- The Faculty Vice President
- The Faculty Past President
- Vice President, Instruction
- Vice President, Human Resources and Affirmative Action
- Vice President, Student Services
- Vice President, Finance and Administrative Services

INSTITUTIONAL REVIEW COMMITTEE

Role
The Institutional Review Committee develops the methodology and processes by which all programs and services at Palomar College are reviewed on a periodic basis to evaluate their efficiency, effectiveness and alignment with the Mission Statement, Vision Statement, and the Educational Master Plan. The Committee develops specific criteria and procedures by which individual programs, functions, and services are evaluated. It works with the staff of programs, functions and services to gather data, perform reviews, develop findings, and make recommendations.

Products
- Procedures, criteria, and tools relating to the evaluation of all District functions and activities
- Program and Functional Review and Evaluation Reports containing specific recommendations
- Resource Impact (financial and other) Analysis of recommended plans and policies

Reporting Relationship
- President's Advisory Council and Educational Master Planning Committee

Members
- Faculty Member, Co-Chair appointed by the Faculty Senate
- Chair, Educational Master Planning Committee (or designee)
- Faculty Co-Chair, Curriculum Committee (or designee)
- Chair, Instructional Planning Committee (or designee)
- Chair, Staff Planning Committee (or designee)
- Chair, Student Services Planning Committee (or designee)
- Chair, Facilities Planning Committee (or designee)
- Four Faculty Members
- Two Classified Unit Employees
- One Administrative Association Member
- One Student

A second Co-Chair will be appointed by the Superintendent/President from the membership of the Institutional Review Committee

Tasks
- Establish terms and rotation of the Committee members
- Develop a complete list of programs, functions, and services to be evaluated
- Establish a cyclical time line for the evaluation, ensuring that all programs and services are reviewed on periodic basis
- Develop the evaluation tools, procedures, and criteria by which each program and service will be evaluated

- Identify the desired products of the review process, including reports and recommendations
- Review self-studies, conduct evaluations, make recommendations, and submit reports to the President's Advisory Council and Educational Master Planning Committee.

INTERNATIONAL STUDENT ADVISORY COMMITTEE

Role

The International Student Advisory Committee makes recommendations regarding the overall international student program. It reviews admission procedures in light of various laws, rules, and regulations governing international students, and designs appropriate instructional programs to meet the needs of international students.

Reporting Relationship

- Director, Enrollment Services

Members

- Director, Enrollment Services, Chair
- ESL Representatives
- Guidance Services Technician for International Students
- Counseling, Guidance and Career Development Representative
- Classified Unit Employee
- Faculty Members

MATRICULATION COMMITTEE

Role

The purpose of the Matriculation Committee is to review and support the activity of the Matriculation Director and Department. Matriculation Committee members are responsible for articulating the Palomar College Matriculation Plan, goals, objectives, revisions and accomplishments to the constituencies they represent.

Reporting Relationship

- Director, Matriculation

Members

- Director, Matriculation, Chair
- Vice President, Instruction
- Vice President, Student Services
- One Instructional Dean
- Dean, Counseling, Guidance and Career Development
- One ESL Instructor
- One Math Instructor
- One English Instructor
- One Reading Instructor
- Director, EOP&S
- Director, Information Services
- Director, DSP&S
- Director, Enrollment Services
- Director, Institutional Research and Planning
- One Counselor
- One Student

PRESIDENT'S ADVISORY COUNCIL

Role

The President's Advisory Council serves as a campus-wide forum for exchanging information and to advise the Superintendent/President on matters of College policy, procedure and practice. It reviews actions, recommendations, and requests of all operational committees as appropriate. Where necessary, the Council will recommend methods to resolve conflicts in policy, procedure and practice and suggest priorities. The Council may recommend directing matters to appropriate committees and task forces for consideration or procedural review. It may also establish its own time-limited task forces for in-depth study of operational issues. It refers strategic planning issues to the appropriate planning committee.

Products

- Information exchange among campus constituencies
- Advice to Superintendent/President on operational policy, procedures, and practices.
- Review of material to be considered by the Governing Board.

Reporting Relationship

- Superintendent/President

Members

- Superintendent/President, Chair
- Vice Presidents
- Presidents, The Faculty and The Faculty Senate
- President of CCE/AFT
- President, ASG
- President, Administrative Association
- Deans
- Vice President, Human Resources and Affirmative Action
- Child Development Instruction & Services Center Representative
- Faculty (Number determined annually by the Faculty Senate)

PROFESSIONAL DEVELOPMENT REVIEW BOARD

Role

The Professional Development Review Board reviews all professional development contracts. The board determines whether all proposed activities of a staff member conform to section III.B of the Professional Development plan and notifies the staff member of its assessment. The board also reviews the evaluation that is part of the completion section of the contract form.

Reporting Relationship

- Coordinator, Professional Development

Members

- Coordinator, Professional Development (non-voting)
- One Senior Administrator
- Eight Faculty Members, one from each Instructional Division, one from Student Services Faculty, one from the Library, and one Adjunct Faculty

REGISTRATION COMMITTEE

Role

The Registration Committee serves primarily to review and examine the registration system and to improve the process for registering students.

Reporting Relationship

- Director, Enrollment Services

Members

- Director, Enrollment, Chair

- Manager, Admissions and Records
- Director, Information Services
- Supervisor, District Cashiering Services, Fiscal Services
- Dean, Counseling, Guidance, and Career Development
- Chair, Counseling
- One Faculty
- One Student
- Curricular Schedule Technician
- One Instructional Dean
- Director of Extension Education/Escondido Center

RESOURCE ALLOCATION COMMITTEE

Role

The Resource Allocation Committee establishes the guidelines for the preparation of the unrestricted budget. The Committee reviews the proposed restricted and unrestricted budgets in open hearings prior to making its recommendations. The Committee will be responsible for developing a five-year Resource Allocation Plan, based on the Educational Master Plan, under the guidance of the Educational Master Planning Committee. The first year of the five-year Resource Allocation Plan will become the annual unrestricted and designated budget.

Products

- Five-year Resource Allocation Plan.
- Annual College unrestricted and designated budget.
- Financial aspects of the first year of the five-year Educational Master Plan.

Reporting Relationship

- Educational Master Planning Committee

Members

- Vice President, Finance and Administrative Services, Chair
- President, Vice President, and Secretary of the Faculty Senate (or designees)
- President and Vice President of the Faculty (or designees)
- Vice President, Instruction
- Vice President, Student Services
- Vice President, Human Resources and Affirmative Action
- Two Administrative Association Members
- Five Classified Unit Employees (who shall also serve as members of the bargaining team)
  rev. PAC 5/18/99

SABBATICAL LEAVE COMMITTEE

Role

The Sabbatical Leave Committee reviews and recommends approval/disapproval or revision of sabbatical leave applications and sabbatical leave reports and considers requests made under the Salary Schedule Credit Policy. Except for the Vice President for Instruction, committee members will serve three-year terms with 1/3 of the membership confirmed each year. No more than 50% of the faculty members shall be non-tenured. Rev. PAC 5/19/98

Reporting Relationship

- Superintendent/President

Members

- Faculty Member, Co-Chair
- Vice President, Instruction, Co-Chair
- One Educational Administrator
- One Faculty Senator
- One Faculty Member from Library/Media Center
- One Faculty Member from Student Services

- One Faculty Member from each Instructional Division

SAFETY AND SECURITY COMMITTEE

Role
The Safety and Security Committee examines the operation of the College with respect to safety and security. Areas considered by the Committee are: The College Safety Manual, periodic safety inspections, campus traffic and parking control, disaster and Civil Defense plans, general security of facilities, inspection of hazardous materials and equipment, designation of dangerous areas, general laboratory safety, and all matters concerning the operation of the College with respect to safety and security.

Reporting Relationship
- Environmental Health and Safety Specialist

Members
- Environmental Health and Safety Specialist, Chair
- Director, Facilities
- Director, Health Services
- Supervisor, Campus Patrol
- Safety Officer
- One Community Member
- One Child Development Instructor
- Two Faculty Members
- Two Classified Unit Employees
- Two Administrative Association Members
- One Student

SCHOLARSHIP COMMITTEE

Role
The Scholarship Committee reviews applications for Palomar College scholarships, selects award recipients, and assists the Director of Financial Aid in establishing policy in connection with grants, loans and work study.

Reporting Relationship
- Director, Financial Aid

Members
- Director, Financial Aid, Chair
- Director, Enrollment Services
- Six Faculty Members
- One Classified Unit Employee
- One Student
- One Administrative Association Member
- One Financial Aid Technician (Scholarship) as Support Staff

STAFF DEVELOPMENT AND TRAINING COMMITTEE

Role
The Staff Development and Training Committee reports to the President's Advisory Council and is responsible for making recommendations for annual staff development funding expenditures, administers periodical needs assessment surveys, and guides in the development of the three-year Human Resources Development Plan. The Committee guides staff development activities by establishing priorities, policies and procedures for allocations, and collecting information that can be used for ongoing and summary evaluation.

Product
- Three-year Human Resources Development Plan

Reporting Relationship

- President's Advisory Council

Members

- Coordinator, Faculty Professional Development, Co-chair
- Vice President, Human Resources and Affirmative Action, Co-chair
- Two representatives from the Professional Development Review Board
- Two representatives from the Professional Growth Committee
- One Senior Administrator from the Professional Development Review Board
- One representative appointed by the Administrative Association

STAFF PRIORITIES COMMITTEE

Role

The Staff Priorities Committee annually prioritizes requests for new and expanded staff positions. This Committee also reviews and evaluates assigned time for faculty positions.

Products

- Annual prioritized list of requests for new and expanded positions.
- Annual recommendations for assigned time for faculty positions.

Reporting Relationships

- Resource Allocation Committee
- Superintendent/President

Members

- Vice President, Human Resources and Affirmative Action, Chair
- Seven Faculty, one from each of the Instructional Divisions and one each from Student Services and the Library
- One Administrative Association Member
- One Classified Unit Employee
- One appointed by each Vice President

STUDENT EQUITY COMMITTEE

Role

The Student Equity Committee prepares the Student Equity Plan, monitors the District's progress toward meeting its student equity goals, and keeps the District's Student Equity Plan up to date. The Student Equity Committee will coordinate its activities with those of the Planning Committees, Curriculum Committee, Registration Committee, Faculty and Staff Diversity Advisory Committee, Matriculation Committee, and other District committees as necessary.

Reporting Relationship

- Superintendent/President

Members

- Five Teaching Faculty Members (one to serve as Co-Chair)
- Dean of Counseling, Guidance, and Career Development
- Representative of Instruction (selected by the Committee from its membership)
- One Instructional Dean
- Director of EOP&S
- Director of Matriculation
- Director of DSP&S
- One Counseling Faculty Member
- One Librarian
- One Classified Employee
- Two Students
- (Co-Chair to be elected by the Committee)

POLICIES

BP GOVERNANCE

Principles

BP 1.0
Mission Statement and Educational Philosophy of Palomar College (69-2804)

BP 1.1
Mission Statement

The mission of Palomar College is to provide the best lower-division collegiate education and the best academic preparation for the world of work available anywhere. We exist as an institution to enable our students to realize and achieve their goals both as individuals and as members of their communities and to become responsible citizens of an increasingly interdependent world.

We seek to achieve this purpose through five interrelated themes that define our commitment to excellence in education:

Empowerment. We seek to empower students to formulate and realize educational goals which will promote their personal growth and facilitate their full participation in a rapidly changing world.

Learning. We invite and assist students to master a core of knowledge and skills that they need in order to pursue more advanced learning at other educational institutions, in the world of work, or for personal growth and responsible citizenship.

Evaluation. We evaluate the relevant skills and knowledge of all of our students to guide them toward meaningful and productive educational experiences, patterned to develop their abilities as effectively as their preparation allows. We will evaluate our own performance in terms of our contribution to student learning and success.

Discovery. We constantly seek to discover better ways to empower our students to learn and to grow. We are a learning institution in both our object and our method; we will assist our students to discover what they need and want to know; and we will be a force for innovation so that we may discover how to empower them to learn more effectively and efficiently.

Growth. We intend to grow each year in our ability to accomplish our mission. But we will never confuse growth in revenue or enrollment with growth in quality. We exist as an institution to provide the highest quality of education to each student who comes to us. We will use our talents and resources effectively to serve our students. GB 2-12-91

BP 1.2
Educational Philosophy (69-2804)

The educational philosophy of Palomar College is based upon belief in the value of the individual and belief in the individual's potential for intellectual, ethical, personal, and social growth. Only through growth in these areas and responsible examination of the question of personal rights can the rights of an individual in a democratic society be fully understood.

The fundamental assumption of the democratic way of life is the intrinsic worth of the individual. This assumption, therefore, becomes the fundamental principle of public education in a democratic community.

In order to become an effective member of a democratic society, an individual must take part in a free exchange of ideas. Only within a free society is the individual assured this free exchange of ideas and the maximum freedom of choice and opportunity for self-realization consistent with the freedoms and opportunities of others. Only within a free society can the human personality attain its greatest stature.

The community college, by providing equal opportunities for individuals to develop their differing abilities and interests, enables students to realize more fully their potentials. Thus, their talents become more readily available to the community, and their participation in society becomes more effective. GB 11-8-94

BP 1.3

Ethics and Expectations (94-16731)
The Governing Board recognizes that the District is a model community, an agency to establish and present highly ethical and compassionate behaviors for the community to look up to and emulate.

We, therefore, shall strive to uphold three central values:

Respect:	for each other, the District, and its cultures.
Responsibility:	for ourselves, our work, and our studies.
Honesty:	towards all members of the District's community.

We will interpret and use these values comprehensively, and we will consistently rededicate ourselves to them and apply them at all times and in all situations. GB 11-8-94

BP 2.0

Academic Freedom (67-2107, 71-3551)
Palomar College considers academic freedom, defined by its attendant rights and responsibilities, as a vital, primary force in the achievement of the aims and objectives of the institution. Academic freedom involves inherently the following rights and responsibilities:

A. To research to the limit of competence and training, the assigned teaching area and its references
B. To survey, probe, and question the relationship of humans to their environment within the guidelines of research techniques and intelligent discussion
C. To question and challenge, without fear of censorship or discipline, those actions originating from within the institution which seriously affect the total academic environment
D. To introduce, within the assigned teaching area, controversial concepts, issues, and systems, subjecting these ideas to the test of objective reasoning
E. To create an unhampered and clear intellectual atmosphere democratically maintained, encouraged, and supported by students, staff, administration, and members of the Governing Board
F. To associate with those individuals or groups of one's choice without fear of censorship or discipline, unless such association is forbidden by law

At no time will the inherent right of staff to use any of the normal channels of campus communication be abridged, nor will individual staff members be singled out for special prior censorship of their use of such channels of communication. It is understood that staff members exercising this right will accept responsibility for both the substance and the manner of their messages.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and institution by his/her utterances. Therefore, he/she should at all times be accurate, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson. GB 5-28-68, 4-25-72

BP 3.0

Campus Communication (68-2436, 71-3551)

BP 3.01

General
Open lines of informal and formal communication at Palomar College are intended to promote broadly based decisions, resulting in sound educational policy. GB 5-27-69; Rev. 4-25-72; 1-27-76

Informal and formal means of communication are available to any member or organization of the College community for handling a matter of concern, a question, a problem, a grievance, or a proposal related to the educational process at Palomar College. Any person or organization may communicate by any means at any time with any agency, singly or simultaneously, that the person or organization chooses.

Members of the College community are defined to include students, classified personnel, faculty, administrative personnel, Governing Board members, and citizens of the College District.

Organizations of the College community are defined to include the Governing Board, and student, faculty, classified and administrative organizations whose campus chapters have been officially recognized by the Governing Board.

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Members or organizations with matters of concern should be guided in determining where to take them for formal or informal consideration by the nature and urgency of the concerns themselves. In many cases, such matters can be handled most effectively on an informal basis.

BP 3.02

Informal Communication

No member or organization of the College community is excluded from communicating a matter of concern on an informal basis through any of the channels of communications available at Palomar College.

BP 3.03

Media - On Campus, Off Campus

The student newspaper, The Telescope, offers any member or organization of the College community an opportunity to express views concerning any phase of the educational process at Palomar College within the confines of editorial and Student Publications Board policies.

Members of the College community are encouraged to use the services provided by the Public Information Office for releases to off-campus media.

BP 3.04

Formal Communication of Matters of Institution-Wide Policy

By law, any member or organization may submit institution-wide policy proposals directly to the Governing Board. However, it is not desirable for every policy proposal to be so submitted. It is recommended, therefore, that policy proposals not be presented directly to the Governing Board except for compelling or urgent reasons or until other appropriate channels of communication have been exhausted.

There are four recommending agencies at Palomar College which consider institution-wide policy matters:
(1) the Associated Student Government
(2) the Faculty Senate
(3) the President's Advisory Council, and
(4) the Curriculum Committee.

Members or organizations of the College should use the recommending agencies for testing need, content, form, and the practicability of policy proposals.

The member or organization proposing institution-wide policy should select the recommending agency to which the proposal should first be presented based on: (1) the nature of the proposal, and (2) the agency with which the member or organization is most directly affiliated. A student or student organization should normally first present a proposal to the Associated Student Government, a faculty member or organization to the Faculty Senate, a member of the administration or an administrative organization to the President's Advisory Council, a member of the classified staff or its association to the President's Advisory Council. A citizen or organization of the College District should direct policy proposals to the President of the College in his/her capacity as Secretary to the Governing Board.

No member or organization of the College community is precluded from first presenting a policy proposal to any of the recommending agencies. Proposals may be presented to all of the recommending agencies simultaneously.
A recommending agency may recommend adoption, amendment, referral to another agency, or reconsideration of a proposal. Interagency communication may take whatever form the involved agencies may deem necessary in accordance with the nature and urgency of the policy proposal.

Recommendations for adoption of policy shall be made in writing to the Governing Board.

In cases where consensus is not achieved by the recommending agencies, each may present its own version of a policy proposal to the Governing Board as outlined above.

BP 3.05

Formal Communication of Matters of Instruction

In matters relating directly to instruction, the faculty member involved, the department chairperson/director, the division dean, and the Assistant Superintendent/Vice President for Instruction should be contacted, preferably in that order.

BP 3.06
Questions of Conduct or Grievance (93-16519

In questions of conduct or grievance, a faculty member uses the guidelines for Academic Due Process. GB Rev. 6-28-94

BP 4.0
Collegiality (83-9881)

The Governing Board of the Palomar Community College District wishes to encourage the greatest possible cooperation among its employees and believes that the best ideas are often the product of collective thought. The Board affirms its commitment to collegiality and directs its employees to make every effort in sincere attempts to use the collegial model in policy development. GB 1-10-84

BP 4.1
Political Activities on Campus (98-19489)

Palomar College encourages freedom of expression and the free flow and exchange of information and ideas. The College seeks to protect academic freedom and supports free and unfettered scholarly inquiry. In compliance with these requirements, the College encourages faculty, staff, and student involvement with others in support of candidates for offices or in the furtherance of other political activities. GB 5/11/99

BP 4.5
Academic and Professional Matters (91-14779, 92-15302)

A. Pursuant to rules adopted by the Board of Governors of the California Community Colleges, the Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on Academic and professional matters.

B. The term "Academic and professional matters" means the following policy and procedures matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. Governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Faculty Hiring Policy, Faculty Hiring Criteria, and Faculty Hiring Procedures
12. Other Academic and professional matters as mutually agreed upon by the Governing Board and the Faculty Senate. As other such Academic and professional matters are identified, they will be added to this list.

C. The Governing Board, through the Superintendent/President or designee, will consult with the Faculty Senate when adopting policies and procedures on Academic and professional matters. Policies and procedures on Academic and professional matters shall not be adopted by the Governing Board or implemented until consultation with the Faculty Senate has occurred.

D. Modifications of this policy are to be considered a professional matter and fall within the scope of this agreement. GB 10-13-92

BP GOVERNING BOARD
BP 5.0
Purpose

The purpose of the Governing Board of the Palomar Community College District is to serve as a representative body elected by and responsible to the people of the College District. It is incumbent upon each Board member to interpret the views of the public to the Board and administration.

BP 6.0
Authority

BP 6.1
Legal Authority

It is recognized that the Education Code of the California Statutes and Title 5 of the Administrative Code legalizes the authority of the Governing Board as a whole, not as individual members. Only those matters which have been discussed and approved in open Board meetings or in duly authorized closed sessions have the effect of law.

BP 6.2
Management

The Board delegates the authority for the District administration to the Superintendent of the District.

BP 6.3
Designate Alternate Representative of Board (AB1725) (89-13785)

In the absence of designation of an alternate representative, the Superintendent/President shall act as the representative of the Governing Board in all matters including the implementation of the provisions of the Education Code added by Assembly Bill 1725. The Superintendent/President may delegate specific responsibility to other District employees. The Governing Board reserves its right to approve policy recommendations. GB 5-8-90

BP 7.0
Responsibility

BP 7.01
District Policy

All policies of the District are established by the Governing Board.

BP 7.02
Selection of the Superintendent/President

A Superintendent is elected by the Board to serve as the Chief Executive Officer of the District. The initial contract of the Superintendent/President will be negotiated to the mutual agreement of the Superintendent/President and the Board, for a term not to exceed four years. The contract will be reviewed annually and renewed by mutual agreement of the Board and the Superintendent/President.

BP 7.03
Evaluation of the Superintendent/President (85-11108)

Evaluation of the Superintendent/President should be an ongoing and systematic process conducted both informally and formally. Its purpose is to clarify the expectations placed on this position by the Governing Board and to assess performance based upon these expectations. Improvement of performance, a clearer sense of direction, and reinforcing recognition should be the primary goals of this policy. Formal evaluation shall occur once each year and shall be the responsibility of the Governing Board. The process and criteria used shall be understood by and mutually acceptable to the Board and the Superintendent/President. The formal evaluation shall result in a written record of performance upon which the Board will base its annual review of the contract of the Superintendent/President. GB 2-11-86

BP 7.04
Employment

Faculty and other staff members are employed or reemployed by the Board upon recommendation by the Superintendent.

BP 7.05
Dismissal

Faculty and other staff members are retained or dismissed by the Board upon recommendation of the Superintendent and in accordance with evaluation procedures.

BP 7.06
Budget
The Board annually adopts the fiscal budget for the operation of the District as prepared and presented by the Superintendent in accordance with budgetary procedures. All expenditures of funds are authorized or ratified by the Board.

BP 7.07
Audits
The Board authorizes annual audits of all accounts and employs external auditors to perform certified audits of the District's financial records.

BP 7.08
Curriculum
The curriculum of the College is approved by the Board, subject to the rules and regulations of the California Community College Board of Governors. EC 72283

BP 7.09
Salary
The salary schedules for all employees of the District are approved by the Board. See Section B for current salary schedules. EC 45022, 87801

BP 7.10
Communication
Members of the College community communicate with members of the Board in accordance with established guidelines for communication.

BP 7.11
Meetings
The Board conducts public meetings at a regularly scheduled time and place as determined by the Board at its annual organizational meeting. EC 72120, 72121, 72126; GC 54954

BP 7.12
Gifts and Donations (86-11777)
The Board may accept gifts and donations on behalf of and in the name of the District. The Governing Board of the Palomar Community College District delegates to the Superintendent/President its authority to accept any cash gift made to the College for scholarship purposes with the provision that a report of such donations be presented to the Board for review on a monthly or quarterly basis, depending upon the frequency of receipt of these donations. EC 72241; GB 5-26-87

BP 7.13
Awards (88-13083, *91-14780)*
The Governing Board of the Palomar Community College District recognizes students, employees and other community members who perform special acts or services in the interest of public education by authorizing the issuance of appropriate awards. EC 72233; GB 4-25-89; GB 12-10-91

BP 7.131
Faculty Award for Excellence in Teaching (91-15039, 98-19356)
The Board encourages, honors, and rewards excellence in education by approval of an annual award of $1,000 net of taxes, paid by District funds, to the recipient of the Faculty Award for Excellence in Teaching. GB 5-26-92 rev. 2-23-99

BP 7.132
Conferring Honorary Degrees (97-18859)
The Governing Board may grant honorary Associate in Humane Arts Degrees to individuals who have made distinguished contributions to the community, to education, or to society. GB 4-14-98

BP 7.133
Award for Administrative Association Employee of the Year (90-14388, 98-19357)
The Governing Board encourages, honors, and rewards excellence in administrators by approval of an annual award of $1,000 net of taxes, paid by District funds, to the recipient of the Administrative Association Employee of the Year Award. GB 4-23-91 rev. 2-23-99

BP 7.134
Award for Classified Employee of the Year (87-12217, 98-19358)
The Governing Board encourages, honors, and rewards excellence in classified employees by approval of an annual award of $1,000 net of taxes, paid by District funds, to the recipient of the Classified Employee of the Year Award. GB 2-9-88 rev. 2-23-99

BP 7.14
Special Events/Activities Policy (94-16818)
The Governing Board of Palomar Community College District recognizes the need to promote understanding of District programs through personal contact with individuals and groups and, at times, requires officers and employees to meet during meal periods.

Therefore, the Board authorizes the purchase of food, refreshments, and other items related to these meetings or events for employees and non-employees at District-sponsored events, pursuant to Education Codes 87032 and 72233.

Approved activities include: Recognition functions for volunteers and employees; activities honoring individuals in education; educational events; seminars and workshops; committee meetings, including advisory and accreditation team visits; group planning and operational meetings.

Approved related expenditures are: Service of non-alcoholic beverages, food, and other refreshments; speakers' fees; rental of space and equipment; framed certificates and plaques.

Such expenses for non-alcoholic beverages and other refreshments which are served at duly authorized activities may be paid from District funds. Governing Board action is required when the total request exceeds the approved meal allowance per person per day or when the total request is over $1,000 per event. GB Rev. 1-17-95, 11-26-96

BP 7.15
Orientation of Trustees (98-19184)
The Governing Board will schedule a special meeting for the purpose of orienting its members within two months of the seating of a new Board member. In addition, new Board members are strongly encouraged to attend orientation sessions sponsored by state and national associations. When a new Student Trustee is seated, the Board will arrange a special meeting or other activities to orient the Student Trustee. GB 10-27-98

BP 8.0
Membership

BP 8.1
Student Trustee Advisory Vote (92-15673)
The Board shall consist of five voting members and one student member who may cast an advisory vote, all of whom must be residents of the District. EC 72023, 72023.5, GB 5-11-93

BP 8.3
Student Member
The student member shall be seated with the elected members of the Governing Board and shall be recognized as a full member of the Board at the meetings. He/she shall receive all materials presented to the Board and may participate in the questioning of witnesses and the discussion of issues. EC 72023.5

BP 8.31
Student Member Duties
The student member shall not be included in determining the vote required to carry any measure before the Board and shall not have the right, or be afforded the opportunity, to attend closed sessions of the Board. The student member of the Board shall not be liable for any acts of the Governing Board. EC 72023.5

BP 8.32
ASG President as Student Member (77-6694)
The duly elected Associated Student Government President will serve as the student member of the Board. GB 3-14-78

BP 8.33
Student Member Term (81-8757)
The student member shall serve for a period of one year commencing on May 15th and ending on May 14th of the following year. EC 72023.7; GB 12-8-81

BP 8.34
Student Member Eligibility
The student member must be currently enrolled at the College for at least six semester units and maintain minimum standards of scholarship of at least a 2.0 grade point average during his/her term.

BP 9.0
Election

BP 9.1
Term
Voting members of the Board are elected in the manner prescribed by law to serve a term of four years. EC 72023

BP 9.2
Commencement of Term (98-19355)
An elected Board member will begin his/her term of office on the first Friday in December following his/her election. EC 72027 GB rev. 2-23-99

BP 9.3
Candidate's Statement (79-7522; 88-12537)
Candidates will be charged for the candidate's statements or other materials to be sent to the voters for the Governing Board member election. GB 8-7-79

BP 9.4
Ties (79-7522; 88-12537)
In the event of a tie vote in a Governing Board member election, the Governing Board of the Palomar Community College District will determine the winner or winners by lot. GB 8-7-79

BP 9.5
Economic Interests
Each Board member shall file Statements of Economic Interests in accordance with the Political Reform Act of 1974 and the Conflict of Interest Code of the Palomar Community College District. GC 87100 et seq.

BP 10.0
Vacancy
Vacancies in the Board will be filled in accordance with provisions prescribed by statute. EC 5090, 5091, 5092, 5093, 5094

BP 11.0
Compensation

BP 11.1
Services (79-7791, 98-19508)
Governing Board members and the non-voting student member are compensated for their services within the limits established by law. Board members, except for the non-voting student member, may elect to receive health and welfare benefits extended to District employees. Adopted compensation is found in EC 72023.5, 72425; GB 3-11-80, rev. GB 5-25-99

BP 11.2
Travel Allowance
Board members, including the non-voting student member, incurring travel expenses in the performance of their duties may be reimbursed with approval of the Board. EC 72423

BP 12.0
Organization and Meetings

BP 12.1
Officers

The Board shall elect a president, vice president, and secretary from its members at the annual organizational meeting of the Board. The Superintendent/President shall serve as Secretary to the Board. EC 72025

BP 12.2
Organizational Meeting

The Governing Board shall hold an annual organizational meeting. The date and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to November 30 unless otherwise provided by rule of the Governing Board. The annual organizational meeting shall be held between November 30 and December 14 of each year. The Board shall notify the County Superintendent of Schools of the date and time selected for the meeting. Within 15 days prior to the meeting, the Secretary to the Board shall notify in writing all members and members elect of the date and time selected for the annual organizational meeting. EC 72125

BP 12.3
Regular Meetings

The Governing Board shall hold regular public meetings as determined at the annual organizational meeting. A notice identifying the location, date, and time of the meeting shall be posted at the College at least 10 days prior to the meeting and shall remain posted up to and including the time of the meeting. EC 35145, 72126, 72132

BP 12.4
Special Meetings

Special meetings of the Board may be held at the call of the Board President or upon call in writing and signed by a majority of members of the Board. A special meeting may also be convened at any time upon unanimous consent. Special meetings are open to the public. A notice of a special meeting must be posted at least 24 hours prior to the special meeting. EC 72129; GC 54956; GB 6-9-70

BP 12.5
Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Governing Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Government Code Section 54956 or both of the notice and posting requirements. GC 54956.5

BP 12.6
Closed Session

Closed sessions of the Board may be held at the request of the members of the Governing Board, administration, academic staff, classified staff, or students. Such sessions are held in accordance with the provisions of the Ralph M. Brown Act, Government Code sections 54950-54961. Such meetings are restricted in scope to the review of academic and classified personnel, salary and fringe benefit proposals of employees, collective bargaining issues, acquisition of property, litigation affecting the District, or matters affecting an individual student. Final action of the Board will be taken at a public meeting and the result of such action shall be a public record. EC 35146, 72122; GC 3549.1, 11125.2, 11126, 11126.3, 54950-54961; GB 8-1-72

BP 12.7
Quorum

The presence of three or more voting Board members at a duly noticed meeting constitutes a quorum.

BP 12.8
Agenda

The Superintendent of the District prepares the agenda for all regular, special, and emergency Board meetings.

Members of the public may place matters on the agenda of open Board meetings, and may address the Board regarding any such items as they are taken up by the Board at an open Board meeting. EC 72121.5, GB 11-9-93

BP 12.9
Availability of Agenda
A copy of the agenda shall be posted in accordance with the law, and copies will be forwarded to the news media serving the College District. EC 72121; GC 54954.2

BP 12.10
Hearings
At regular meetings, the Governing Board shall provide opportunities for members of the public to address the Board directly on items on the agenda or on items of interest to the public that are within the subject matter jurisdiction of the Board. The Board welcomes the information provided by this direct interaction with the public. GC 54954.3

The Board will accept testimony from individuals, a committee, or a delegation. Hearings from the following shall be regularly scheduled in the agenda: The Faculty, Faculty Senate, Associated Student Government, CCE/AFT, Administrative Association, Other, and Superintendent. GB 11-9-93

BP 12.11
Action
The Board will act only upon matters identified as action items on the agenda. Official action taken by the Board shall be affirmed by a formal vote. The Board shall act by majority vote. Voting is by voice unless a written ballot is requested by the President of the Board. If the vote is not unanimous, the minutes shall reflect the vote of each member. A roll call vote may be called for by any Board member. EC 72202, 72203

BP 12.12
Minutes
Minutes shall be taken at all meetings recording actions of the Board. The minutes are public record and shall be available to the public. EC 72121, 72202

BP 12.13
Rules of Procedure
In all matters of procedure not otherwise indicated, Robert's Rules of Order, Revised, governs.

BP 12.14
Committees
At the request of the Superintendent or a majority of the Board, the President of the Board may appoint special committees to investigate specific problems and report their findings and recommendations to the Board. There are no standing Board committees. All Board-appointed committees serve in an advisory capacity to the Board and shall avoid making commitments which might be interpreted as binding contracts on the District.

BP 13.0
Board Evaluation (95-17149)
It is the policy of the Palomar Community College District to conduct an annual self-evaluation of the Governing Board. The goals of the self-evaluation of the Governing Board are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve College operations and policies for the benefit of the students and employees of Palomar College and the citizens of the Palomar Community College District. The evaluation instrument will be completed by each individual Board member, discussed at an annual Board retreat, and maintained in the District Office. GB 7-18-95

BP ADMINISTRATION

BP 14
Family Care and Medical Leave (94-16783)
The Governing Board may grant a leave of absence without pay and with or without benefits, up to a maximum of 12 weeks in any 12-month period, upon request by a member of the Administrative Team for the purpose of caring for a newborn or recently adopted child; or to care for an ill or infirm member of the employee's immediate family or household.

This policy is intended to comply with the federal Family Medical Leave Act of 1993, 29 U.S.C., 2601 et seq., and the California Family Rights Act of 1991 as amended October 5, 1993, California Government Code 12945.2. This policy shall be interpreted so that there will be no violation of either state or federal law.

Eligible members of the administrative team are entitled to take up to twelve (12) weeks of unpaid leave in any academic year of family or medical leave, inclusive of earned sick leave for one of the following reasons:

A. the birth or placement of a child for adoption or foster care with the employee within one year of such birth or placement;

B. to care for the employee's spouse, child, parent, or member of immediate household with a serious health condition; or

C. if an employee has a serious health condition that makes the employee unable to perform his or her job.

If the leave is requested for the placement or birth of a child, and both parents are employees of the District, the total amount of family care and medical leave for both parents is limited to twelve (12) weeks.

BP 20
Organization for Administration

The administrative membership and organizational chart appear in Appendices F and G.

BP 21
District Superintendent/President

The Chief Executive Officer for the Governing Board of Palomar College and the Palomar Community College District is the District Superintendent and President of the College. He/she is responsible for the execution of policies established by the Governing Board. He/she is expected to administer the College in an economical, democratic, and efficient manner for the best interests of the students and the residents of the Palomar Community College District.

BP 21.1
Conditions of Employment

A. It is a policy of the Board to review the existing contract of the District Superintendent annually.

B. In the event the Governing Board determines that the Superintendent is not to be reemployed upon the expiration of his/her contract, the Superintendent will be given written notice thereof at least six months in advance of the expiration of his/her contract period. In the event of failure to give such notice, the Superintendent shall be deemed reelected for a term of the same length as the one completed, in accordance with the California State Education Code.

BP 22
Designation of Administrator in Charge (89-13757)

In the absence of designation of an administrator in charge by the Superintendent/President or by the Governing Board, the standard succession will be first, the chief instructional officer; second, the chief student services officer; and then the deans, in order of their length of service as deans at Palomar College. GB 4-24-90

BP 26

Administrative Hiring (92-15546

The Palomar Community College District is committed to hiring qualified individuals who best meet the needs of the District. Commitment to staff diversity and the principles of affirmative action is the basis of the hiring process that encourages participation of faculty, administrators, and classified staff in all appropriate phases of the process.

Hiring Criteria

The Palomar Community College District has established the following hiring criteria for all administrative positions:

A. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

B. Minimum qualification in accordance with Education Code Section 87356 for educational administrators. All minimum and preferred qualifications are reviewed by the Associate Vice President for Human Resources and Affirmative Action for potential adverse impact.

C. Commitment to full participation in the shared governance of the College. GB 3-9-93, rev. 6/9/98

BP 27
Administrator Retreat Rights

In accordance with Education Code Section 87458, an instructional or student services administrator hired after June 30, 1990, who was not previously tenured shall have the right to become a first-year probationary faculty member at the conclusion of the administrative assignment if all of the following apply:

A. The administrator meets the minimum qualifications for the discipline in accordance with Education Code 87356.
B. The administrator has completed at least two years of satisfactory District service as a faculty member or as an instructional or student services administrator.
C. The termination of the administrative assignment is for any reason other than cause.

This policy does not apply to:

A. administrators who were hired prior to July 1, 1990.
B. administrators who are part of the classified service.

BP PERSONNEL

GENERAL

BP 101
Staff Diversity/Affirmative Action (89-13529)

It is the policy of the Palomar Community College District to offer equal opportunity for all persons in all facets of the District's operations. Equal opportunity is offered to all employees and applicants for employment without regard to such matters as race, sex, color, age, religion, ancestry, creed, national origin, political belief, marital status, sexual orientation, medical condition, physical disability, or Vietnam-era veteran status. The District affirms its commitment to non-discrimination in recruitment, screening, testing, selection, hiring, compensation, employment benefits, promotion, educational opportunities, access to programs, work assignments, application of discipline, layoffs, recalls, access to grievance procedures, terminations, and any and all other conditions of employment which are provided by District policy, regulation, rule, or practice.

It is the ongoing responsibility of the Governing Board, Superintendent/President, assistant superintendents/vice presidents, deans, directors, chairpersons, search committees, and others involved in employment decisions to comply with this policy. The Vice President of Human Resources and Affirmative Action is responsible for administering and coordinating the District's Equal Employment Opportunity and Staff Diversity/Affirmative Action programs. However, Palomar College recognizes that affirmative action is a shared responsibility and holds all employees accountable for application and enforcement of the policy within their area of authority.

Palomar College recognizes and appreciates the benefits of a diverse campus community and values the individual distinctions of its staff and students. In support of its goal to encourage students to examine their own and other heritages through multicultural and interdisciplinary programs, Palomar College seeks to provide positive role models for all students and recognizes that diversity in the academic and vocational environment fosters cultural awareness, mutual understanding and respect, harmony, and creativity.
GB 3-22-88, GB Rev. 12-12-89

BP 102
Sexual Harassment (87-12433) (93-16187)

It is the policy of the Palomar Community College District in keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of the college community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Palomar College expressly prohibits such harassment of its students, employees, and those who seek to join the campus community in any capacity. Employees and students who violate this policy may be subject to disciplinary action up to or including termination or expulsion.

Sexual Harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Act Amendments of 1972, and California Education Code Sections 210 through 214, inclusive. GB 6-14-88, Rev. GB 1-25-94

BP 103

Sexual Assault (90-14486)

The Palomar Community College District is committed to providing a safe learning and working environment that promotes mutual respect and is free of physical and psychological threat. The District will provide a program of education and services such as training, escort services, and pathway lighting to minimize the risk of sexual assault. To the fullest extent possible, the District ensures that students, faculty, and staff who are victims of sexual assault committed at or upon the grounds of Palomar College or at off-campus facilities maintained by the District shall receive treatment, referrals for treatment, and information to deal with the assault. Sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

The District will terminate or expel any person found through the academic due process or a judicial court to have committed the crime of rape or other sexual assault at or upon the grounds of Palomar College or at off-campus facilities maintained by the District. Appropriate disciplinary action up to and including termination or expulsion will also be taken against members of the campus community who participate directly or indirectly in sexual assault. GB 6-11-91

BP 104

AIDS (87-12100)

Palomar College will not discriminate against persons with Acquired Immunodeficiency Syndrome (AIDS), AIDS-related-complex, or individuals having a positive test for HIV antibodies in terms of admission to the College, student status, participation in educational programs and related campus activities, or in decisions of employment status.

If circumstances warrant special accommodations or assignment, actions will be taken only after confidential consultations with the person involved, appropriate campus administrators, and experts from the medical community.

Palomar College will provide to staff and students educational opportunities to increase knowledge and awareness of AIDS, its related conditions, and methods of prevention. GB 11-24-87

BP 105

Smoking (86-11842, 95-17640)

There shall be no smoking permitted in buildings or within 7.5 feet of buildings at Palomar College. GB 6-30-87, Rev. 6-11-96

BP 106

Nepotism (84-10417)

The District will not prohibit employment of relatives in the same department or administrative unit, provided that neither relative participates in making recommendations or decisions specifically affecting the appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the other relative. In those instances where developments cause one relative to have recommending or decision-making responsibilities over another relative, these functions, as they apply to the related persons, shall be performed by the next higher supervisor/administrator in the department or administrative unit. GB 11-27-84

BP 107

Recognition of Employee Organizations (64-414)

The Superintendent/President is designated as the representative of the Governing Board to meet and confer with representatives of employee organizations. Upon request he/she will consider, as fully as it is deemed reasonable, such presentations as are made by the employee organization on behalf of its members. GB 5-25-65

BP 108

Drug-Free Workplace (88-13017)

It is the policy of the Palomar Community College District to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in all buildings, property, facilities, service areas, and education centers of the District. All employees are required to comply with this policy as a condition of their continued employment, and any employee violating this policy will be subject to disciplinary action which may include termination. Any employee convicted under a criminal drug statute for conduct in the workplace, must report this conviction within 5 days to the Vice President of Human Resource Services and Affirmative Action.
GB 3-14-89

BP 109
Drugs and Alcohol (90-14352)

It is the policy of the Palomar Community College District to provide, maintain, encourage, and support a drug- and alcohol-free campus. The District is committed to providing a workplace and learning environment that is alcohol free and drug free. The commitment of this policy is to education, prevention, rehabilitation, and recovery. An alcohol-free and drug-free campus will promote the safety and health of students, employees, and the public.

All employees and students are clearly and expressly prohibited from the possession or consumption of alcohol on District property, at any District facility, and where students are engaged in a school-related activity. All employees are absolutely prohibited from the possession or consumption of alcohol when acting within the scope of employment. The "scope of employment" includes all duties performed as a District employee whether or not the duties are performed at any workplace of the District. "Scope of employment" does not include social functions away from any workplace nor does it include presence at a voluntary social activity at a non-workplace related to any conference, workshop, seminar, or similar event where attendance is approved by the District.

All students and employees are clearly and expressly prohibited from being under the influence of alcohol while on District property, at any District facility, while acting within the scope of employment, or while attending any school-related activity.

All employees and students are clearly and expressly prohibited from the manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances on campus, at any school-sponsored event, or while acting within the scope of employment. The terms "illegal drugs" and "controlled substances" include all chemical substances or drugs listed in any controlled substances laws or regulations such as the federal Controlled Substances Act of 1988 and California Health and Safety Code sections 11054-11058.

All employees and students are clearly and expressly prohibited from being under the influence of illegal drugs or controlled substances while on campus, at any school-sponsored event, or while acting within the scope of employment.

Any employee or student may possess or use prescribed drugs as long as any such possession or use is under and consistent with the specific direction of a physician and does not seriously impair the performance of the employee or class activity of the student. GB 3-26-91

BP 110
Controlled Substance and Alcohol Testing (96-18028)

The Palomar Community College District is committed to maintaining the highest safety and health standards for its students and employees. The use of controlled substances or alcohol in the performance of safety-sensitive functions is contrary to these high standards. The District thus establishes a controlled substance and alcohol testing program to meet the requirements of the Department of Transportation, Federal Highway Administration, Controlled Substances and Alcohol Use and Testing Rule, Code of Federal Regulations, Title 49 Part 382.

This policy is intended to bring the District into compliance with Federal law. The purpose of the Controlled Substance and Alcohol Policy is to reduce accidents that result from the use of controlled substances and misuse of alcohol, thereby reducing fatalities, injuries, and property damage. Implementation of this policy is immediate. GB 12-10-96

BP 111
Dealing with Threats or Acts of Violence (94-16688)

The District will not tolerate threats or acts of violence by students, employees, or members of the community and will take immediate disciplinary action when such threats are made, including immediate suspension, when appropriate, until the investigation is completed. It is inappropriate to use threats in an attempt to intimidate, prevent work from being completed, or in any way interfere with providing a safe workplace and learning environment. GB 10-11-94

BP 112
Restrictions Governing the Employment of Applicants with Criminal Records (98-19462)

The Palomar Community College District shall not employ an applicant for any position under any of the following circumstances:

1. There is a conviction of any sex offense or controlled substance offense, which prohibits employment under Education Code Sections 87405 and 88022. An applicant may be employed under the exceptions in Education Code Sections 87405 and 88022.
2. There is a conviction of a felony or of any crime involving moral turpitude within the previous five years. There are no exceptions.
   Note: The California Supreme Court has held that "criminal acts involving intentional dishonesty for the purpose of personal gain are acts involving moral turpitude."
3. There is a conviction of a felony or of any crime involving moral turpitude more than five years ago unless there is substantial evidence presented that the person has been rehabilitated. The burden of proof is on the applicant, and the decision of the Governing Board is final.
4. There is a conviction of any felony involving physical violence toward another. There are no exceptions.
5. There is a conviction of any misdemeanor involving physical violence toward another within the previous five years. There are no exceptions.
6. There is a conviction of any misdemeanor involving physical violence against another more than five years ago unless there is substantial evidence presented that the person has been rehabilitated. The burden of proof is on the applicant, and the decision of the Governing Board is final.
7. There are two or more convictions for driving under the influence of alcohol or a controlled substance within the previous five years. There are no exceptions.
8. There is a conviction of any crime that involves treason against the United States. There are no exceptions. GB 4-27-99

BP 115
Institutional Reassignment (86-11795)

The Governing Board recognizes that there are a number of projects, the completion of which would be of significant benefit to the College, that require work significantly above and beyond the normal job requirement of administration, faculty, and/or classified staff. GB 10-11-94

Therefore, the Governing Board directs the Superintendent/President to develop implementing procedures to allow for the temporary reassignment of individuals on a part- or full-time basis, with approval of the Governing Board, to work on such projects. GB 6-9-87

BP 120
Exchange Program

In support of its commitments to provide opportunities for revitalization and renewal of its academic and classified staff and to provide alternative means for staff development, the Governing Board hereby adopts the following policy for implementation of the Palomar College Exchange Program (includes Community College Exchange Program sponsored by American Association of Community Colleges (AACC). GB 10-11-94

Permanent academic and classified staff members who have been employed with the District for a period of at least four years may participate in the Palomar College Exchange Program. All exchanges must be approved by the Governing Board prior to implementation. The length of any exchange will not exceed one year unless the extension is approved in advance by the Governing Board.

BP ACADEMIC PERSONNEL

BP 151
Definition

Academic personnel include all faculty and educational administrators. Policy exceptions to applicable groups are noted.

BP 154
Faculty

The Constitution of The Faculty of Palomar College and the Faculty Senate Bylaws are included in the Faculty Manual.

BP 154.1
Supervision of Faculty

Faculty members are under the supervision of the department chairperson/director, the dean of the appropriate division, and the Assistant Superintendent/Vice President for Instruction with reference to their teaching duties.

The services of faculty in conduct of their instruction are to be facilitated in every possible way by all members of the administrative staff.

BP 154.2
Faculty Responsibilities

A. Attendance data are to be carefully and accurately recorded by instructors in accordance with established procedures.

B. Faculty members are expected to attend regularly all scheduled administrative/faculty meetings.

C. All faculty members are expected to take part in the students' activities. These activities involve sponsorship of student social activities, such as dances and sponsorship of student organizations. Equalization of these responsibilities is necessary and from time to time various faculty members may be asked to assist in a specific fashion. Such requests come from the Office of the Assistant Superintendent/Vice President for Student Services.

D. All faculty members are expected to participate in Commencement exercises.

BP 154.21
Service Responsibility

In addition to classroom, counseling, or librarian duties and the activities which are directly related to those, full-time faculty are expected to participate in the governance of the College and service to the Palomar College community. Recognizing the value of this contribution to the operation of the college, faculty should participate each semester of employment in District governance and other District service activities. Service points are awarded for such participation according to the established guidelines. Questions of applicability of this policy or related procedures shall be adjudicated by the Faculty Senate Personnel Standards and Practices Committee in consultation with the Department Chair/Director and the appropriate Division Dean.

BP 154.3
Teaching Load (77-6584)

A reasonable teaching load generally consists of 15 lecture hours per week, or up to 20 hours combination lecture-laboratory. Hours substantially in excess of these figures should be permitted only in exceptional cases after a thorough review by the department chairpersons, the appropriate deans, and the Assistant Superintendent/Vice President for Instruction. Student contact hours (WSCH) should be maintained at a level commensurate with statewide community college averages. This will vary dependent on the academic discipline, and will require that certain instructional areas reach higher contact hour (WSCH) averages. Three subject preparations is not unreasonable. At times it has been and will be necessary to deviate from this standard. In such cases, the instructors have traditionally recognized that the need for temporary overloads is paramount to other considerations. Instructors are expected to maintain a minimum of five office hours weekly to assist with student advising in the major field. GB 1-10-78.

BP 154.31
Summer Session Teaching Load (84-10744)

Due to the accelerated schedule of summer classes, the maximum load per instructor is 144 hours for the total summer session (including 6- and 8-week sessions). Special circumstances may warrant an exception. Exceptions must be approved by the Assistant Superintendent/Vice President for Instruction. GB 6-25-85

BP 154.32
Adjunct Faculty (84-10725, 92-15740)

Any person employed to teach adult or community college classes for not more than 60 percent of the hours per week considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee under the provisions of Education Code Section 87604. Community Service seminars and workshops and Worksite Education courses (which can be credit, noncredit, or not-for-credit) will not be used to determine the load status for part-time, temporary faculty. EC 87482.5; GB 6-11-85; GB 5-25-93

BP 154.4
Overloads

BP 154.41
Regular and Contract Staff, Academic Year (84-10725, 92-15741, 96-18381)

The appropriate paid overload limit during the regular academic ten-month contract year shall not exceed 40 percent of the program's full-time load for the academic year. The full 40 percent shall not be assigned in one semester.

Exceptions for special circumstances must be approved by the Assistant Superintendent/Vice President for Instruction, in consultation with the Faculty Senate President and appropriate dean. Community Service seminars and workshops and Worksite Education courses (which can be credit, noncredit, or not-for-credit) and internships will not be used to determine the load status. GB 6-11-85; GB 5-25-93; GB 6-10-97

BP 154.42

Load Banking (87-12096) (92-15324)

Tenured full-time faculty may teach additional classes as an overload each semester. Nonteaching faculty (counselors and librarians) may work additional hours beyond their normal workload. "Banking" these hours is an option available to tenured full-time faculty at the Palomar Community College District.

Tenured full-time faculty may bank the equivalent of 30% of their academic-year load each year to accumulate a maximum of one semester of banked leave.

Documented service to the District beyond regular teaching, counseling, or library service is required to participate in load banking.

When a full-time faculty member teaches an overload, or works additional hours above the normal workload, the hours may be banked or paid.

No more than the equivalent of one semester's full-time load can be accumulated. If the limit of the semester load is exceeded, the faculty member will be paid for the excess hours at the regular hourly salary rate.

An overload assignment may be banked or paid. An overload class may not be split between load bank and pay unless the banking would cause the faculty member to exceed the one-semester limit as noted above.

Faculty members who teach overload classes in restricted or categorically funded programs may not load bank those hours.

Faculty on Load Bank leave or any other leave may not bank hours during the leave.

Banked hours may be taken in increments ranging from one class to one semester.

Banked hours may be used for professional or personal reasons.

The money the faculty member would have earned had he/she not banked the class will be held as a liability against the District until the banking contract is met.

Questions of applicability of this policy or related procedures shall be adjudicated by the Faculty Senate Personnel Standards and Practices Committee in consultation with the Department Chair/Director and the appropriate Division Dean.

BP 154.5

Extended Day (80-8235)

A faculty member may request an extended-day teaching assignment as a part of his/her salary contract. These requests should be approved when consistent with the needs of the department. In the event the request is not approved at the department level, the faculty member may follow the Academic Due Process.

In the event of compelling budget restraints or if any department or program is adversely affected by a decrease in day-student enrollment, the division dean, with the concurrence of the department chairperson, may recommend the reassignment of a faculty member. This reassignment may include day, extended day, and/or off-campus duties as partial or complete fulfillment of the individual's contract. This recommendation is subject to approval by the Assistant Superintendent/Vice President for Instruction. If such reassignments cross divisional lines, they may be initiated and approved by the Assistant Superintendent/Vice President for Instruction with the concurrence of the appropriate division dean and department chairperson and conformity with the Lateral Transfer Policy. If concurrence is not possible, the division dean shall recommend the assignment change to the Assistant Superintendent/Vice President for Instruction, who will make the final decision. GB 11-25-80

BP 155
Compensation

Salary Schedules are adopted annually.

BP 155.1
Salary Schedule Credit

The Sabbatical Leave Committee reviews and acts on requests from academic personnel for salary credit. Salary schedule credit may be granted for academic course work or activities deemed equivalent.

BP 155.11
Academic Course Work

A. Completion of any upper division or graduate level course work at an accredited institution, with transcripts of units of credit and grades as evidence. No committee action is necessary.

B. Completion of lower division course work including Palomar College courses. Advance approval is required. Requests for advance approval are to be submitted prior to beginning the course. The submission of an application for advance approval of salary credit does not guarantee that advance approval will be granted; however, if submitted prior to the beginning of the course or at least one month prior to the activity, the request will not be denied on the basis of date submitted. In no case will units in excess of three (3) be awarded for lower division course work in any single four-year period of employment at Palomar College.

BP 155.12
Equivalency Credit

In no case will equivalency credit units in excess of six be awarded during any four-year period.

No work in progress for equivalency credit may be carried forward from one four-year period to another unless a substantial portion was completed during the four-year period to which the request applies.

No application will be accepted for work completed prior to the academic staff member's contract employment at Palomar College.

In evaluating a request, the Sabbatical Leave Committee may seek additional information from persons qualified in the subject matter area. The Committee will evaluate the proposal in terms of the required preparation time and the value of the work to the institution and to the individual. Any proposal shall be judged on the basis of 100 hours of involvement as equivalent to a three-unit course.

Equivalency credit may be awarded for the following:

A. Work experience, provided the employment is related directly to the fields in which the academic staff member is rendering service, or the work is of such nature as to provide a substantial increase in the employee's skills, knowledge, or understanding of the basic aspects of his/her work.

B. Projects which approximate academic equivalency to transfer-credit courses will be evaluated in terms of time and effort spent on the project and the value of the project to the individual and the institution.

C. Course development, which would include work spent in developing new courses, curricula, or programs for which the academic staff member is remunerated shall not be considered as qualifying for salary credit equivalency unless it meets the following criteria:
   1. The work is appreciably in excess of that normally spent in preparation of new courses, and
   2. The education innovations are extensive and have required an unusual measure of creative effort in their development.

D. Conferences, Workshops, and Seminars
Salary credit is not ordinarily given for attendance at conferences, workshops, and seminars. Participation will be evaluated for scholarly significance and equivalency credit by the Committee upon presentation of evidence of attendance/participation and documentation of hours of involvement. GB 10-85

BP 155.41
Assigned Time for Faculty Leadership (93-16512)

The officers of the Faculty Senate and The Faculty are provided assigned time during the academic year to carry out the responsibilities of the Faculty Senate and The Faculty.
GB 6-28-94

BP 155.42

Summer Compensation for Faculty Leadership (93-16513)

The officers of the Faculty Senate and The Faculty receive a summer stipend to carry out the responsibilities of the Faculty Senate and The Faculty. GB 6-28-94

BP 156

Absences and Leaves

Leaves of absence may be granted academic personnel under contract with the College for reasons other than those stipulated in the College's Sabbatical Leave Policy. The granting of such leaves shall comply with the rules and regulations set forth in Section 87763-87789 of the Education Code.

BP 156.1

Reporting Absences

An instructor who must be absent from class must notify the Office of the Assistant Superintendent/Vice President for Instruction. It is the responsibility of the department chairperson to make arrangements for classes of absent instructors insofar as possible. Instructors are expected to notify their department chairperson if they are to be absent for more than one day.

BP 156.2

Sick Leave

All academic employees on ten-month contracts are entitled to ten (10) days' leave of absence for illness or injury with full pay for each year of service. Academic employees on contracts longer than ten months are given an additional day for each extra month of contract service.

Every person employed five days a week by a school District in an academic position shall be entitled to ten (10) days' leave of absence for illness or injury and such additional days in addition thereto as the Governing Board may allow for illness or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a school year of service. An academic employee employed for less than five school days a week shall be entitled, for a school year of service, to that proportion of ten (10) days' leave of absence for illness or injury as the number of days he/she is employed per week bears to five (5) and is entitled to such additional days in addition thereto as the Governing Board may allow for illness or injury to academic employees employed for less than five (5) school days a week; pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the school year.

If such employee does not take the full amount of leave allowed in any school year under this section, the amount not taken shall be accumulated from year to year with such additional days as the Governing Board may allow. EC 87781, 87765

BP 156.22

Accumulation of Sick Leave - Adjunct Faculty (82-9509)

Adjunct (hourly) faculty will earn sick-leave benefits at the rate of 0.056 hours of sick leave for each hour of service rendered. The employee will be paid one hour of earned sick-leave benefits for each hour of absence for injury or illness. If the employee does not take the full amount of earned sick leave allowed in any semester, the amount not taken shall be accumulated from semester to semester and from year to year. GB 4-26-83

BP 156.23

Verification of Illness

Proof of illness or injury which has resulted in the absence from duty of any employee may be required by the Governing Board or administration. Such proof shall be obtained from a licensed physician or Christian Science practitioner. EC 87781, 88191; 1957 County Counsel Opinion/1964 Attorney General Opinion

BP 156.3

Other Leaves of Absence

All leaves of absence will be granted in accordance with one of the following:

(a) leave of absence with pay and with fringe benefits;
(b) leave of absence without pay but with fringe benefits; and
(c) leave of absence without pay and without fringe benefits.

Benefits referred to are medical, dental, vision, life, and long-term disability insurance. Whenever possible, leaves of absence are to start on the first of the month.

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BP 156.31
Leave of Absence for Any Reason

In conformity with Section 87764 of the Education Code, the following rules and regulations have been adopted for the granting of leaves of absence for any reason to employees under contract in academic positions.

Conditions governing the granting of leave of absence under this policy:

A. The leave of absence for any reason shall be with or without pay or other benefits except as expressed herein, and may be granted for a period of either 1) one semester, 2) one college year, 3) two semesters, or 4) equivalent, each occurring in separate college years, within a six-year period.

B. A leave of absence under this policy may be granted to any academic employee regardless of number of years of service.

C. The granting of a leave of absence under this policy is contingent upon the availability of a suitable replacement for the position to be vacated by the employee requesting the leave of absence, if necessary.

D. The employee on a leave of absence under this policy shall notify the Assistant Superintendent/Vice President for Instruction in writing no later than November 15 of the fall semester, or March 15 of the spring semester, whichever is the concluding semester of the leave, of intention to terminate employment.

E. The employee's rights shall remain in force during a leave of absence and the position on the salary schedule will remain constant. By law, the year of the leave may not be counted toward retirement.

F. For a part-time leave of absence for medical reasons or pregnancy, a letter from a licensed physician releasing the employee for work must be on file in the Office of Human Resource Services. EC 87764

BP 156.32
Jury Duty

An academic staff member shall receive regular earnings while serving on jury duty, and any jury fees will be relinquished to the District.

All instructors are asked to notify the office of the Assistant Superintendent/Vice President for Instruction in advance when they are notified of pending jury duty service.

BP 156.33
Pregnancy Leave

In conformity with Section 87766 of the Education Code, the following rules and regulations have been adopted for leave of absence for pregnancy for employees, who so desire, under contract for positions requiring certification qualification. Conditions for granting a leave of absence under this policy:

A. The Governing Board shall grant a leave of absence for any academic employee who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom.

B. The length of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.

C. An extension of the leave of absence for pregnancy for reason of complications or other factors resulting from pregnancy or delivery may be granted by the Governing Board, but only upon the advice, presented in writing, of a licensed medical practitioner.

D. Nothing in this policy shall be construed to deprive the employee of the right to the use of accumulated sick leave for absences due to illness or injury resulting from pregnancy.

E. A leave of absence under this policy is in addition to any other leave to which the employee may be entitled by law. The employee's rights shall remain in force during the leave of absence.

F. For a part-time leave of absence for medical or maternity purposes, a letter from a licensed physician or medical practitioner releasing the employee for work must be on file in the Office of Human Resource Services. EC 87766

BP 156.34
Industrial Accident or Illness Leave

In conformity with Section 87787 of the Education Code, the following regulations for industrial accident or illness leaves of absence for academic employees have been adopted:

A. Allowable leave shall be for not less than sixty (60) days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same accident.

B. Allowable leave shall not be accumulated from year to year.

C. Industrial accident or illness leave shall commence on the first day of absence.

D. When an academic employee is absent from his/her duties on account of an industrial accident or illness, the employee shall be paid such portion of the salary due him/her for any month in which the absence occurs as, when added to his/her temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, will result in a payment to him/her of not more than his/her full salary.

E. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

F. When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

G. Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Sections 87780, 87781, and 87786, and for the purposes of each of these sections his/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his/her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to the employee of not more than his/her full salary.

H. During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by such warrants.

I. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the state. EC 87765, 87787

BP 156.35

Accident, Illness, or Quarantine Leave

In conformity with Section 87765 of the Education Code, the following rules and regulations have been adopted for accident, illness, or quarantine leaves of absence for employees under contract for academic positions:

A. The Governing Board may, at its discretion, grant a leave of absence without pay, for reasons of accident, illness, or quarantine for a period of time commencing with the termination of the employee's accumulated sick leave up to one year from the beginning of the employee's absence from his/her duties due to the condition of injury, illness, or quarantine. If, at the end of that period of time, the employee is unable to resume his/her duties, the Governing Board may, at its discretion, extend the leave of absence to either 1) the end of the current semester, or 2) the end of the current school year.

B. The employee or a bonafide representative, shall initiate the request for the leave of absence under this policy prior to the termination of the employee's accumulated sick leave, and he/she shall initiate the request for an extension of the leave of absence prior to the termination of the original leave.

C. Proof of illness, injury, or quarantine which results in a request for a leave of absence or an extension of a leave of absence under this policy may be required by the Governing Board or the administration. Such proof shall be obtained by the employee from a competent medical authority at the District's expense in accordance with the employee's religious beliefs. EC 87765

BP 156.36

Bereavement Leave

In conformity with Section 87788, as amended, of the Education Code, every person employed by a school District in an academic position is entitled to a leave of absence not to exceed three days, or five days if out-of-state travel is required, on account of death of any member of his/her immediate family. No deduction is made from the salary of the employee nor is such leave deducted from other leave granted under the law or regulations of this Board. Members of the immediate family mean the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee; son, son-in-law, daughter, daughter-in-law, brother or sister of the employee. The above-mentioned are in addition to the spouse. The Governing Board may enlarge the benefit of membership. EC 87788

BP 156.37
Personal Necessity Leave

Any days of leave of absence for illness or injury allowed pursuant to Section 87781 may be used by the employee, at his/her election, in cases of personal necessity including any of the following:

A. Death or serious illness of a member of his/her immediate family
B. Accident involving his/her person or property, or the person or property of a member of his/her immediate family
C. Appearance in court as a litigant or as a witness under an official order
D. In cases of compelling personal importance.

No such accumulated leave in excess of six days may be used in any school year for the purposes enumerated in this section. EC 87784

BP 156.371
Personal Business Leave

Academic employees working on a contract basis may be excused from duty with verbal permission from the department chairperson/director or other supervisor, without loss of pay, for a period of not more than two (2) hours, not to exceed four (4) two-hour periods in any one school year. Valid reasons for and conditions of personal leave include, but are not limited to:

A. Death or illness in immediate family
B. Unavoidable transportation delay
C. Legal matters
D. Attendance at graduation ceremonies (immediate family)
E. Participation in college graduation ceremonies
F. Funeral attendance
G. Emergency child-care problems
H. Taking examinations.

Leaves are not granted to extend a vacation period or provide additional days off immediately preceding or following a holiday. Leaves are not granted for attendance at grade-school graduation ceremonies. Report of these leaves must be filed with the Office of Instruction on the form, "Leave for Personal Business." Such report is to be filed on the day of the absence, or not later than the following business day.

BP 156.38
Sabbatical Leave (92-15771)

Educational Administrators hired before July 1, 1990, and all faculty on 50 percent or more contract for six consecutive years are eligible for a sabbatical leave. The granting of a sabbatical leave shall comply with the rules and regulations set forth in Sections 87767-87775 of the Education Code and the Palomar College Sabbatical Leave Policy. EC 87767, 87768, 87775; GB 6-8-93

BP 156.381
Non-Traditional Sabbatical Leave (86-11718)

In the case of educational administrators and other academic employees who are not classroom instructors or faculty members with significant assigned time for administrative duties, it may be of benefit to the employee and to the College to schedule sabbatical leave in increments and/or at times that may include the summer months. The total time allowed for semester incremental leaves is five (5) months compensated at full pay based on the employee's pay scale for regular employment or ten (10) months compensated at half pay based on the employee's pay scale for regular employment. In accordance with Section 87767 of the California Education Code, the leave shall be commenced and completed within a three-year period. Any period of service by the individual intervening between the intervals of the leave of absence shall comprise a part of the service required for a subsequent such leave of absence.

Persons on incremental leave may count against the five (5) percent limit for only one semester or year upon the recommendation of the Superintendent/President and approval of the Governing Board.

In the case of more than two (2) educational administrative leaves occurring during the same time period, the Superintendent/President shall approve arrangements for adequate coverage of administrative responsibilities without placing an undue burden on remaining individuals. Those with administrative responsibilities may be replaced in accordance with existing policy. (Note: All other sabbatical leave guidelines shall apply.) GB 4-28-87

BP 156.4

Family Care and Medical Leave (94-16782)

The Governing Board of Palomar Community College District intends to comply with the federal Family Medical Leave Act of 1993, 29 U.S.C., 2601 et seq., and the California Family Rights Act of 1991 as amended October 5, 1993, California Government Code 12945.2. This policy shall be interpreted so that there will be no violation of either state or federal law.

Eligible faculty are entitled to take up to twelve (12) weeks of unpaid leave in any academic year of family or medical leave inclusive of earned sick leave for one of the following reasons:

1. the birth or placement of a child for adoption or foster care with the employee within one year of such birth or placement;
2. to care for the employee's spouse, child, parent, or member of immediate household with a serious health condition; or
3. if an employee has a serious health condition that makes the employee unable to perform his or her job.

If the leave is requested for the placement or birth of a child, and both parents are employees of the District, the total amount of family care and medical leave for both parents is limited to twelve (12) weeks. GB 12-13-94

BP 160

Lateral Transfer (79-7910, 92-15742)

A tenured faculty member may request a lateral transfer from one department/program into another. If approved by both departments, the transfer may occur without any internal or external recruitment for additional candidates.

BP 167

Professional Development (87-12256)

Opportunities will be provided for faculty members to continually extend their professional competence by keeping current in their fields, by increasing their workplace effectiveness (e.g., enhancing teaching or counseling skills) and by contributing to the organizational dynamics of the College. GB 2-23-88

BP 170

Reduced Workload (80-8013)

The Governing Board authorizes participation in the State Teachers' Retirement System (STRS) academic reduced workload program. EC 22724, 44922, 87483, 89516; GB 7-22-80

BP 171

Early Retirement (80-8013)

The Governing Board authorizes participation in the State Teachers' Retirement System (STRS) Optional Retirement Plan (early full-time retirement). EC 24210; GB 7-22-80

BP 172

Vacation (88-12639)

This section applies to only twelve-month educational administrators.

BP 172.1

Entitlement

A. Each member of executive administration, senior administration, and administration appointed on a 12-month basis is entitled to 22 working days of vacation with pay annually, accrued at the rate of 1.834 working days per month.

B. Eligible employees who are employed in restricted programs in specially funded positions are subject to any special provisions contained in such restricted programs and are not eligible to use accrued vacation beyond the duration of the funded program. Vacation accruals not used within the time frame allowed are forfeited.

C. Each part-time member of executive administration, senior administration, and administration appointed on a 12-month basis is entitled to accrue vacation leave at a rate consistent with the percentage of time worked.

BP 172.2
Use of Vacation

A. Accrued vacation must be taken within the year it is earned or during the next accrual year. Vacation days earned and not used may be accumulated up to a maximum of 30 days that may be carried over from year to year. Accrued vacation beyond 30 days not used in the current or succeeding accrual year will be lost and no compensation shall be paid to employees who fail to use their vacation entitlement.

B. Employees eligible for the special provisions in 172.6. a. and 172.6. b. may carry over 44 accrued vacation days from year to year. Accrued vacation beyond 44 days not used in the current or succeeding accrual year will be lost, and no compensation shall be paid to employees who fail to use their vacation entitlement.
That is, an eligible employee may have a "reserve" of 30 or 44 vacation days that he/she may elect to use or to be paid for at termination, resignation, or retirement. On-going accruals must be used in the year in which they are earned or in the following year, or they are forfeited without pay.

C. Vacation may be taken in advance under extenuating circumstances upon recommendation of the appropriate vice president and authorization of the Superintendent/President.

BP 172.3
Changes in Appointment

A. Twelve-month employees accepting appointments to positions which are not eligible for accrual of vacation shall use all accrued vacation leave prior to the effective date of the new appointment. If it is not possible to use the accrued leave prior to the effective date of the new appointment, a maximum of 30 days unused accrued vacation may be paid to the employee before beginning the new assignment (except that 44 days would be paid per section 172.6, Special Provisions).

B. Employees accepting a position which is eligible for accrual of vacation shall begin accruing vacation as described in the policy effective at the beginning date of the appointment.

C. The accrued vacation of an employee accepting an assignment to a position which is eligible for accrual of vacation shall be transferred to the department to which he/she is transferred or reassigned and the vacation accrual becomes the obligation of the new department.

BP 172.4
Payment of Unused Vacation

A. Upon termination, retirement or resignation from the District, employees are entitled to be paid for unused vacation earned in the current or previous accrual year up to a maximum of 30 days at their current rate of pay (except that 44 days would be paid per 172.6, Special Provisions).

B. The value of unused vacation credits up to a maximum of thirty (30) days earned in the current and previous accrual year by an employee who dies in District service will be paid to the employee's estate (except that 44 days would be paid per 172.6, Special Provisions).

BP 172.5
Other

A. Employees are not entitled to accrue vacation while on leave without pay, during a break in service, or after the last day that service is performed.

B. Holidays which occur during vacation periods will not be charged to vacation.

BP 172.6
Special Provisions

A. Classified employees employed prior to July 1, 1988, are subject to the following:
   1. A maximum of 44 days of earned vacation may be accrued and used anytime upon approval. Upon termination, retirement, or resignation from the District, such employees shall be eligible to be paid for a maximum of 44 days accrued vacation at their current rate of pay.
   2. Employees who have accumulated in excess of 44 days shall be required to use all excess vacation by December 31, 1994. One-sixth of such excess days should be used each year in addition to the yearly accrual during each year. Any unused days in excess of 44 will be forfeited on December 31, 1994, with no compensation paid to the employee for those forfeited days.

B. By previous agreement, twelve-month (12) academic employees employed prior to July 1, 1985, are subject to the following provisions:
   1. A maximum of 44 days of earned vacation may be accrued and used anytime upon approval. Upon termination, retirement, or resignation from the District, such employees shall be paid for a maximum of 44 days accumulated vacation at their current rate of pay.
   2. Employees who prior to July 1, 1985, have accumulated in excess of 44 days shall be required to use all excess vacation by June 30, 1991. It is recommended that a minimum of one-sixth of such excess vacation days be used each fiscal year. Deviations from this recommended

minimum must be agreed upon by the employee and the employee's supervisor and with the concurrence of the Superintendent/President. Any unused days in excess of 44 will be forfeited as of June 30, 1991. GB 8-31-88

BP 173
Tenure and Evaluation (91-14929)

The Palomar Community College District supports the evaluation of job performance as described in Education Code section 87663. Evaluation and tenure review procedures shall be designed by the Faculty Senate to recognize, maintain, support, and encourage excellence in all facets of the educational process. Methods of evaluation shall be adopted or designed to provide meaningful feedback on job performance to both the employee and the appropriate department.

Probationary faculty shall be evaluated at least once in each academic year of employment. Tenured faculty shall be evaluated at least once every three years. Adjunct and temporary faculty shall be evaluated within the first year of employment and at least once every sixth regular semester of employment thereafter.

Evaluation and tenure review procedures shall include peer review at the department or division level. Students shall also be involved in faculty evaluation. The evaluation and tenure review process shall include procedures for recommending continued employment or dismissal and for initiating due process. All evaluation and tenure review methods shall refer to specified standards of performance.

The recommendations from the evaluation committee and the Tenure and Evaluation Review Board are sent by the Tenure Review Coordinator to the Superintendent/President to be forwarded to the Governing Board.

Revisions to the Tenure and Evaluations Policy and Procedures are considered to be an Academic and Professional Matter.

The signed evaluation report will become part of the employee's personnel file.

In accordance with the District's Diversity and Affirmative Action Plan, evaluation and tenure review policies and procedures will be applied without regard to race, sex, color, age, religion, ancestry, creed, national origin, political beliefs, marital status, sexual orientation, medical condition, physical disability, or Vietnam-era veteran status. GB 3/24/92

BP 174
Faculty Hiring: Policy and Criteria (93-16012)

Introduction

The Palomar Community College District recognizes that excellence in student learning and student success requires that all faculty

- have a clear understanding of the goals of the institution as well as a commitment to achieving them
- are highly qualified in their discipline
- are able to communicate to a diverse student population in such a way that effective student learning results
- are sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student population.

This policy incorporates the principles of affirmative action and reflects a strong commitment to diversity.

The faculty hiring process is open and inclusive so that qualified candidates are given equal consideration in the hiring process. Recommendations made by the faculty and administrators involved in the process are reached by consensus and as a result of ongoing candid communication, which must remain confidential.

The process recognizes both the discipline and pedagogical expertise of the faculty and the obligation of administrators to recommend faculty who are aware of their responsibility to the College. The legitimate interests of both faculty and administrators in the faculty-hiring process reflect a joint professional responsibility and mutual interest in achieving the common goal of hiring outstanding faculty who best meet the needs of students.

The process incorporates five distinct phases:
Establishing the position
Recruiting candidates
Screening applications
Interviewing and recommending finalists
Governing Board reviewing and approving the finalist

All faculty and administrators involved in faculty hiring will be provided information and training related to the process by the Affirmative Action Officer. This training shall include:

A. the philosophy and commitment of the District to affirmative action and meeting the goals of the District Affirmative Action Plan;
B. the role and responsibilities of all members of the Selection Committee and the Joint Selection Committee including the Affirmative Action Representative;
C. the selection process;
D. interview procedures and techniques, including guidelines on appropriate follow-up questions and reference checks;
E. cultural diversity in the interview process;
F. confidentiality of the selection process.

Hiring Criteria

The Palomar Community College District has established the following hiring criteria for all faculty positions:

A. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
B. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges which are used by department/program faculty to establish the minimum qualifications for each faculty position. Qualifications are reviewed by the Affirmative Action Officer for potential adverse impact.
C. Commitment to full participation in department/program activities and the shared governance of the College.

Roles and Responsibilities

Selection Committee

Composition

A. The Selection Committee as established by the department/program shall consist of a majority of Palomar faculty who are experts in the discipline or a related discipline. To encourage diversity, the Selection Committee shall include at least one member outside of the department/program such as another Palomar faculty member, an expert from another college, or a community member. ASG may appoint a student to serve on the Selection Committee. The Selection Committee should generally have no more than seven voting members.
B. The faculty members of the Faculty and Staff Diversity/Affirmative Action Advisory Committee shall randomly select an Affirmative Action Representative from a list provided by the Affirmative Action Officer of all eligible faculty who may serve as Affirmative Action Representatives. The Affirmative Action Representative shall be from outside the department/program and shall be a non-voting member of the committee. The Affirmative Action Representative is required to participate in the screening process and to attend all interviews and subsequent committee meetings of both the Selection and Joint Selection Committees. Should the Affirmative Action Representative be unable to complete his/her duties, an alternate Affirmative Action Representative shall be randomly selected by the faculty members of the Faculty and Staff Diversity/Affirmative Action Advisory Committee. In the absence of an available faculty member to serve as an Affirmative Action Representative, or, at the request of the Selection Committee any other eligible Affirmative Action Representative may be randomly selected by the faculty members of the Faculty and Staff Diversity/Affirmative Action Advisory Committee. Faculty are encouraged to serve on selection committees as Affirmative Action Representatives and may use professional development time to attend the required training. If requested, the District shall provide temporary replacements/substitutes whenever possible for staff or faculty who must be absent from regular duties to act as an Affirmative Action Representative. An Affirmative Action Representative shall not be expected to serve on more than two committees in any one academic year.
C. The Selection Committee will seek representation from historically under-represented groups. Historically under-represented groups include racial and ethnic minorities, women, and persons with disabilities. In the event that diversity is not reflected in the Selection Committee, it shall be reconfigured to achieve diverse representation.
D. The Selection Committee may elect any voting member as chairperson.

Responsibility

A. With the exception of the Affirmative Action Representative, all members of the Selection Committee are voting members.

B. The voting members of the Selection Committee identify selection criteria based on the minimum and desirable qualifications of the position in light of the expected duties and responsibilities of the position. Selection criteria will include an evaluation of the extent to which applicants have and demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

C. The voting members of the Selection Committee develop job related interview questions designed to distinguish candidates who will best meet the needs of students.

D. The voting members of the Selection Committee determine the subject matter and format of the demonstration of teaching, counseling, or librarianship skills required of all faculty candidates.

E. All members of the Selection Committee screen all applications to select candidates for interview.

F. All members of the Selection Committee establish interview times so that all members, including the Affirmative Action Representative, can attend.

G. All members of the Selection Committee interview all selected candidates using pre-approved questions. Follow-up questions may be used if they are based directly on a candidate's response to a question, if they do not seek information outside of the scope of the established hiring criteria, and if they are not in violation of affirmative action guidelines.

H. The voting members of the Selection Committee recommend the finalists for consideration by the Joint Selection Committee. All recommended finalists must be acceptable to the Selection Committee since only a candidate recommended by the Selection Committee will be hired.

Joint Selection Committee

Composition

The Joint Selection Committee is composed of the appropriate Vice President, Dean, Department Chair/Director or their designees, at least three members of the Selection Committee appointed by that committee, and a non-voting Affirmative Action Representative, preferably the same one who served on the Selection Committee. This committee should be balanced in its diversity and will be chaired by the Dean. The Joint Selection Committee should generally have no more than seven voting members.

Responsibility

A. The Joint Selection Committee will develop interview questions to be used in the Joint Selection Committee interview process.

B. The Joint Selection Committee interviews all finalists recommended by the Selection Committee and forwards candidates to the Superintendent/President for his/her assessment and recommendation.

The Joint Selection Committee will consider the Superintendent/President's assessment and recommendations before making the final recommendation to the Superintendent/President who then makes the recommendation to the Governing Board. rev. GB 6/9/98

BP 175

Equivalency to the Minimum Qualifications for all Faculty (91-14963)

It is the policy of the Palomar Community College District to establish faculty hiring procedures and guidelines designed to embrace a diverse qualified applicant pool and to employ qualified college faculty who are expert in their disciplines, who are skilled in teaching, empowering students to learn, and serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and themselves represent the racial and cultural diversity of the State of California.

The Governing Board, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process. The faculty represented by the Faculty Senate has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process which is to ensure the quality of the Palomar College faculty.

The Governing Board will rely upon the advice of the Faculty Senate to determine whether certain candidates for faculty positions possess qualifications that are at least equivalent to the minimum qualifications established for a position. GB 4-28-92

BP 176

Faculty Service Areas (91-14913)

In accordance with California Education Code section 87743, should a reduction in force be necessary, the Governing Board of the Palomar Community College District shall make assignments and reassignments in a manner that employees shall be retained to render any service which their seniority and qualifications entitle them to render. GB 3-10-92; 5-26-92

BP 177
Academic Due Process (81-8903)

The Governing Board endorses the principles of academic due process. The principle embodied in the legal concept of confrontation of witnesses and examination of evidence should govern academic due process. Each individual must be informed of all the charges and all the evidence against him/her; he/she must be given full opportunity to deny, refute, and rebut. It is a fundamental principle of fairness that charges against a person are to be made the basis of action only when proven, and that the burden of proof rests upon those who bring the charges. Claims of discrimination on the basis of sex, race, or handicap are grievable.

To ensure implementation of academic due process in the disposition of any personnel issue on campus, the College adopts the following principles:

A. All issues will be processed in the sequence of preliminary action, informal conciliation, formal hearing and final action within a reasonable time schedule. In the case of extenuating circumstances or pressing vacation problems AND with the mutual consent of both parties, the time limits indicated in the Guidelines and Procedures may be extended.

B. Informal conciliation shall be conducted by an ombudsperson, a person dispassionate to the issues of the dispute and acceptable to both parties in accordance with the following principles:.

1. Charges or complaints will be presented in writing to the ombudsperson, who will provide copies to the other party.
2. Only parties to the dispute and the ombudsperson shall be present at the conciliatory conference. No tape or other recording of these informal proceedings shall be made.
3. The person making the charge shall assume the burden of proof.
4. The ombudsperson will keep all proceedings at this stage confidential.

C. The committee responsible for the formal hearing on the issues shall conduct its proceedings according to the following guidelines:

   1. The committee shall receive a signed, written charge specifying the time, place, and nature of the charge and transmit a copy to each party with due notification of rights and responsibilities in the procedure for disposing of the charge.
   2. The committee shall discuss the charge, examine witnesses and receive all available evidence pertaining to the charge.
   3. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by counsel and to question witnesses.
   4. The accused person may be present at the hearing and be represented by a person of his/her choice.
   5. The person making the charge shall assume the burden of proof.
   6. The hearing shall be closed to the public unless the accused person desires a public hearing. Privileged information will not be disclosed or discussed outside the hearing except at the express request of the accused.
   7. The committee shall judge the relevance and weight of testimony and evidence. It shall make its findings of fact, limiting its investigation to the formal charge. It shall make recommendations for disposition of the charges.
   8. A transcript of the proceedings shall be kept in a confidential file and shall be available at all times to the accused person.

D. It is desired and anticipated that the Superintendent/President of the College, or designee, and the Governing Board shall be governed by the recommendation of the hearing committee. GB 4-13-82

BP CLASSIFIED PERSONNEL

BP 190
Definition

Currently, there are two groups of classified personnel: those represented by CCE/AFT, and those classified administrators, supervisors, and confidential employees who are represented by the Administrative Association. Policies specifically affecting employees represented by CCE/AFT are addressed in the "Handbook of Policies Covering Classified Employees in the Bargaining Unit Represented by the CCE/AFT." Policies specifically affecting classified Administrative Association members are contained within the "Administrative Team Handbook."

BP INSTRUCTION

BP 300
Academic Freedom

The instructional program at Palomar College shall be conducted in accordance with principles of academic freedom of inquiry. The educational program must encourage freedom of expression and freedom of inquiry within the framework of responsibility.

BP 301
Educational Materials

The selection of educational materials and other learning resources is a professional responsibility of the administration and faculty of the College.

BP 302
Curriculum Committee (91-15038)

The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the College curricula to encourage innovation and excellence in instruction. The Curriculum Committee shall report to the Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board. GB 5-26-92 Amended

BP 303
Course Outline

All courses listed in the Palomar College Catalog must have an official course outline meeting Title 5 guidelines on file in the office of the Assistant Superintendent/Vice President for Instruction. EC 55002

BP 304
Prerequisites (92-15402) (93-16456)

The Palomar Community College District adopts the policy entitled The Model District Policy* (see Section B) in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, and advisories on recommended preparation and certain limitations on enrollment in a manner consistent with law and good practice. **Adopted by the California Community College Board of Governors on January 14, 1994.* GB 12-15-92, Rev. 6-14-94

BP 305
Academic Integrity Code of Conduct (92-15739)

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor. It is an integral part of the spirit embodied in an academic community. Violations of this code of conduct are considered serious and may result in penalties ranging from failing a test or assignment to expulsion from the College. The Governing Board of the Palomar Community College District supports the principles of the Academic Integrity Code and supports the efforts of faculty and staff to ensure that these principles are upheld. GB 5-25-93

BP 306
Field Trips

The Governing Board recognizes the value of combining classroom instruction with field experiences which are consistent with the provisions of law and authorizes implementation.

BP 307
Conflicts in Activities

Students who participate in field trips or other College-sponsored activities such as performance or athletic events or competitions which may conflict with regularly scheduled classes are responsible for any work missed as a result of the absence. Students must notify instructors in advance of impending absences.

Instructors are encouraged to afford sincere students the opportunity to make up missed work without penalty when advance notice has been provided.

No faculty member may require or excuse a student's absence from another instructor's class.

Students who miss participating in field trips or other College-sponsored performances or competitions as a result of class conflicts shall not be penalized. EC 72640, 72641

BP 308
Instructional Facilities
Instructional facility assignments are made by the office of the Assistant Superintendent/Vice President for Instruction. Any changes in instructional facility assignment must be authorized by the Assistant Superintendent/Vice President for Instruction. Use of facilities for purposes other than regular classes must be arranged through the office of the Assistant Superintendent/Vice President for Instruction.

Members of the College community may be authorized to use instructional facilities when their use does not conflict with scheduled College activities.

BP 309
Class Size (88-12985)
Department chairpersons/directors, the appropriate dean, and the Assistant Superintendent/Vice President for Instruction shall have the responsibility of maintaining a minimum class size of 18 students except where a lower class size is deemed by the Assistant Superintendent/Vice President for Instruction to be in the best interests of the College. GB 2-28-89

BP 309.1
Summer Class Size (84-10666)
The minimum class size for Summer Session classes is 16 with the following options for averaging:

Class size minimum	16
Department average	25
or	
Instructor average	25

(with no single class falling below 12 as an absolute minimum).

Any deviation from this policy will be due to exceptional circumstances and will be justified, in writing, in a memo to the Assistant Superintendent/Vice President for Instruction. Memos will be available for inspection in the office of the Assistant Superintendent/Vice President for Instruction. GB 5-14-85

BP 310
Final Examinations
A regular schedule of final examinations is published each semester. The office of the Assistant Superintendent/Vice President for Instruction must be notified in the event that a faculty member does not use the scheduled final examination periods.

BP 311
Instructional Grants (91-15055)
Instructional grants up to $1,000 may be available to faculty and to full-time members of the instructional staff of the District for projects of significance to the improvement of the instructional program of the District. An Instructional Grant may be awarded for the project if, in the opinion of the appropriate Chairperson/Director and Division Dean or Assistant Superintendent/Vice President for Instruction for staff reporting to the Assistant Superintendent/Vice President for Instruction, the project involves substantial time and effort beyond that considered to be the normal obligation to the District. The Assistant Superintendent/Vice President for Instruction shall publish a summary of Instructional Grant activities for the year. Projects which are funded and completed under the terms of this policy do not qualify for professional development credit or other District compensation. GB 5-26-92 Amended

BP 315
Department Chairpersons/Directors

BP 315.1
Chair/Director Responsibilities (83-16405)
Department chairs/directors are responsible to the Assistant Superintendent/Vice President for Instruction through the appropriate dean and are assigned duties and responsibilities as described in the job description. Rev. GB 5-24-94

BP 315.2
Criteria for Assigned Time for Instructional Department Chairs/Directors (93-16406)
Department chairs/directors are provided assigned time based upon the needs of the department/program in order to carry out the responsibilities as chairperson/director. Any change in the assigned time for the

chair/director must receive approval from the Faculty Working Conditions Committee and ratification by the Faculty Senate. An individual may receive up to 80 percent assigned time for chair/director duties. A 20 percent assigned time is equivalent to eight (8) hours per week. A chair/director may appeal the assigned time recommendation to the committee. Rev. GB 5-24-94

BP 315.3
Department Chairperson/Director Selection and Tenure (70-3069)

BP 315.31
Selection

The Department Chairperson/Director shall be a full time contract member of the department and shall be selected without regard to race, sex, color, age, religion, ancestry, creed, national origin, political belief, marital status, sexual orientation, medical condition, physical disability, or Vietnam-era veteran status

Each department shall prepare for itself a procedure for the recommendation for candidates to fill vacancies in the office and shall provide for an orderly review of the chairperson at regular intervals.

All procedures for departmental review and recommendation of candidates for the department chairpersonship shall be on a nondiscriminatory basis and shall make provisions for 1) a term of office of no less than two years, 2) the manner in which candidates are elected, 3) renomination of the chairperson, 4) sabbatical leave or leave of absence, 5) extended illness, 6) resignation, and 7) recall of the chairperson. These provisions shall be on file in the office of the Assistant Superintendent/Vice President for Instruction. GB 3-23-71

BP 315.32
Vacancy

The department chairpersonship shall be declared automatically vacated as of July 1 at the end of the agreed upon term of office. The department shall have followed its established procedure for selecting a candidate for the position of its chairperson or for recommending the renomination of its chairperson and shall have submitted the name of the candidate to the Assistant Superintendent/Vice President for Instruction through the division dean, in accordance with the department's procedure on file in the office of the Assistant Superintendent/Vice President for Instruction.

BP 315.33
Term of Office

In addition, each department shall initiate and cause to take place a meeting of all its members no later than February 15 at least every two years after the beginning of the chairperson's term for the purpose of determining for itself whether the chairperson is functioning satisfactorily and in the interest of the total department.

If, in the opinion of the majority of its members, the chairperson is functioning satisfactorily and in the interest of the total department, this decision shall be reflected in the minutes of that meeting and the chairperson may continue in office in accordance with the department's established procedure.

If, in the opinion of the majority of its members, the chairperson is not functioning satisfactorily and in the interest of the total department, this decision shall be reflected in the minutes of that meeting. The department may, if it is deemed necessary, implement its established procedure for recommending, through the division dean, a new chairperson to the Assistant Superintendent/Vice President for Instruction in accordance with the department's procedure on file in the office of the Assistant Superintendent/Vice President for Instruction.

BP 315.34
Records

All minutes of meetings conducted for the purpose of reviewing department chairpersonships, developing or revising procedures for selecting candidates for the chairpersonship, and electing candidates for the chairpersonship shall be submitted to the Assistant Superintendent/Vice President for Instruction and the appropriate division dean.

BP 315.4 (93-16407)
Academic Year Compensation for Instructional Department Chairs/Directors

Positions designed as Chair/Director receive a stipend for the academic year as approved by the Governing Board. GB 5-24-94

BP 315.5 (93-16408, 94-17000)

Summer Compensation for Instructional Department Chairs/Directors

Positions designated as instructional Department Chair/Director will be paid a stipend based upon the amount of assigned time of the Department Chair/Director. GB 5-24-94 replacing BP 155.3, Rev. 5-9-95

BP 320

Articulation with Secondary and Post-Secondary Educational Institutions (91-14999, 97-18615)

Palomar Community College District is committed to comprehensive articulation of instructional programs with both secondary and post-secondary educational institutions. The articulation process is designed to help students advance from one course, program, or educational level to the next and avoid unncessary repetition of the same or essentially similar course content. Articulation consists of equivalency credit granted between institutions. Articulation links the programs of the Palomar Community College District with secondary and other post-secondary programs. GB 5/12/92, GB Rev. 10/28/97

BP 325

Worksite Education (91-14962)

The Board encourages the college to work closely with local businesses, public entities, and industries to meet the economic development and employment training needs of the community.

In accordance with this policy, the Governing Board of the Palomar Community College District supports the provision of employer-specific Worksite Education programs of high academic integrity as provided for under Education Code Title 3, Article 1.5, Section 78020-78023. GB 4-28-92

BP STUDENTS

Admission and Registration

BP 400

Admissions (76-5932, 94-16816, 97-18616)

It is the policy of the District that, unless specifically exempted by statute, every course, course section, or class, the average daily attendance of which is to be reported for State aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to regulations contained in Article 1 (commencing with section 58100) at Chapter 2, Division 9, of Title V, of the California Administrative Code, 5 CAD 51006, 58100; GB 1-25-77.

Palomar College admits any person who is 18 years of age or older, who holds a high school diploma or equivalent, or minors who may profit from instruction. To be considered for admission, minors must have completed the eighth grade or reached the age of 15 and have permission of the local accredited school district. Home-schooled minors may enroll with permission of the local accredited school district or provide the Private School Affidavit from the County Office of Education. Minors under 15 years of age, with permission from an accredited public or private school, may enroll only in courses specified by the local school district or private school. Otherwise, minors under 15 years of age are limited to enrolling in special classes devoted to children, such as child development lab classes or youth orchestra. Admission to the College does not guarantee enrollment in a class. The final decision as to whether a minor under the age of fifteen (15) may be enrolled in a class rests with the instructor. (California Education Code, Sections 76000-76002).

Classroom Participation

Only registered students are allowed into classes. Others are considered visitors and may attend a class session only with permission of the instructor. District employees may attend classes as necessary to perform assigned duties. 5 CAC 51006, 58100; GB 1-25-77, GB Rev. 1-17-95, GB Rev. 10-28-97.

BP 401

Matriculation (89-13721)

Palomar College will provide matriculation services to all students who enroll in credit courses. Matriculation will assist students in optimizing their opportunities for successfully completing their educational goals by providing enhanced admission, assessment, orientation, counseling, follow-up and information services. GB 3-27-90

BP 402

Registration (77-6279)

No registration procedures shall be used that result in restricting enrollment to a specialized clientele. .

Special registration assistance may be given to disabled students. It may also be given to a limited number of disadvantaged students upon specific recommendation of the Assistant Superintendent/Vice President for Student Services. 5 CAC 58108, 56026; GB 7-19-77

BP 402.1

Registration Priority System (89-13819, 94-16943, 94-17035, 98-19411)

Students will be assigned phone-in registration appointments in the following priority scheme:

1. DSP&S, EOP&S, and TRIO Students
    a. Continuing students.
    b. New, returning, and transfer students who submit an application and complete assessment and orientation prior to the deadline date.
2. New, returning, transfer, and continuing students who complete orientation and assessment in the immediate period of time prior to the deadline date.
3. Continuing students (students who are actively registered at census the prior semester or actively registered in a course as of the deadline date).
    a. Assigned appointments on the basis of units completed (0 to 90 units) at the Palomar Community College District as recorded in the student records system. Students with over 90 units are rotated to begin the cycle again.
    b. Within each unit category, students are assigned in a randomized ID number order.
4. New, returning, or transfer students who are not in category 2.
5. Non-high school graduates under the age of 18.

Students who prefer to register through walk-in registration will be given first-come, first-served appointments. They also have the option to register during the open registration period. GB 5-22-90, Rev. 3-28-95, Rev. 5-23-95, Rev. 3-23-99

BP 403
Fees

BP 403.1

Enrollment Fee Refund (84-10418)

The Palomar Community College District shall refund upon request any enrollment fee paid by a student in excess of that computed pursuant to Section 58501 for program changes made during the first two weeks of instruction.

The District shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction unless the program change is a result of action by the District to cancel or reschedule a class.

When refunding an enrollment fee under this policy, the Palomar Community College District will retain once each semester an amount not to exceed $10.00. 5 CAC 58508; GB 11-27-84, 5-14-85

BP 403.2

Enrollment Fee Waiver (85-11299, 94-16817, 97-18584)

The Governing Board of the Palomar Community College District shall, effective after July 1, 1986, exempt from the enrollment fee any private or public elementary or secondary school pupil admitted to Palomar College as a special part-time student for credit classes. The attendance of the student must be authorized by a letter of permission from the appropriate authorized individual at the school.

For purposes of this policy, a special part-time student is a student who registers in 12 units or less per semester at Palomar College. Credit for courses completed shall be at the college level but may be transferred back to the school district for fulfillment of graduation requirements. EC 72252, 76001; GB 6-10-86, GB 1-17-95, GB 10-14-97

BP 403.3

Instructional Materials Fee (85-11216)

Students may be required to provide instructional and other materials required for a credit or noncredit course. This requirement is limited to materials which are of continuing value to the student outside of the classroom setting.

Required materials may be available through the District; however, they shall not be solely or exclusively available from the District. EC 78930; GB 4-22-86

BP 405
Access to Student Records (92-15301)

The Palomar Community College District will adopt procedures consistent with California Administrative Code, Title V, Regulations Section 54600 et al., regarding information on students and access to student records. GB 10-13-92

BP 409 (95-17259)
Degree/Certificate Requirement Change to Comply with the Americans with Disabilities Act of 1990

Palomar Community College District acknowledges that a disability may preclude a student from demonstrating required competencies or from completing the requisite courses for an Associate degree or certificate in the same manner that nondisabled students are expected to. Palomar Community College District also recognizes its responsibility to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study as well as maintaining the standards of academic rigor relative to degree and certificate programs.

In order to accommodate students with documented disabilities, Palomar Community College District will use the following criteria in evaluating a student's request: documentation of a disability, evidence of the student's good-faith effort to meet the requirement, evidence that the student is otherwise qualified for success in the degree or certificate, evidence that the objectives of the course in question may be fulfilled in some other way that is consistent with the academic requirements of the program, and evidence that the request would not require a fundamental alteration to an essential component of an academic requirement. GB 10-10-95

BP ACADEMIC REGULATIONS

BP 410
Student Responsibility

Each student is responsible for his/her registration in classes and for attending classes. Furthermore, each student is responsible for following the rules and regulations in the Catalog. The College is not at fault if the student fails to read and understand the rules.

BP 411
Grading System

Grades are assigned by instructors according to guidelines specified in the approved course outline as follows:

BP 411.1
Evaluative Grades

Grade	Explanation	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory - A, B, C grades. Units passed not counted in GPA)	
NC	No credit (less than satisfactory - D or F grades. Units not counted in GPA)	

BP 411.2
Nonevaluative Grades (94-16730, 95-17641)

Grade Definition

Symbol	Definition
I	Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term. The condition for the removal of the "I" is stated on the *Record of Incomplete ("I") Grade* form. The "I" is not used in calculating units attempted nor for grade points. A final grade shall be assigned when the work stipulated has been completed. The "I" may be made up no later than one year following the term in which it was assigned, or the grade assigned in lieu of

	its removal will be recorded. A student may petition for a time extension under extenuating circumstances with the Vice President of Instruction.
IP	In progress: The "IP" is used in only those courses which extend beyond a semester or summer session. The "IP" symbol remains on the student record. The appropriate evaluative grade and unit credit is assigned the subsequent semester. If a student receives an "IP" in an open-entry, open-exit course and does not re-enroll in the course or fails to complete the course in the subsequent term, an evaluative grade must be assigned.
RD	Report Delayed: The "RD" is assigned by only the Records Office when for some reason the grade report is delayed. It is a temporary notation which will be replaced by a permanent symbol as soon as possible. An "RD" is not used in calculating grade-point average.
W	Withdrawal: No notation ("W" or other) is made on the student record for withdrawals during the first four weeks or 30% of the length of a class, whichever is less. For classes of less than six weeks duration, withdrawals are allowed during the first half of the course without notation on the student record. Withdrawal after the end of the fourth week or 30% of a class, whichever is less, through the end of the eighth week or 50% of a class, whichever is less, is at the discretion of the student and shall be recorded as a "W." Withdrawal after the eighth week or 50% of a class, whichever is less, is generally not permitted. An evaluative grade or "I" will be assigned. Under extenuating circumstances, a student may petition to change an evaluative grade to "W." The appropriate faculty will be consulted in the petitioning process. In the event the instructor of record cannot be contacted or is unavailable, the department chair will act on behalf of the instructor. The "W" will not be used in calculating grade point averages, but excessive "W's will be used as factors in probation and dismissal procedures.
MW	Military Withdrawal: Members of an active or reserve military service who receive orders compelling a withdrawal from courses will be permitted withdrawal at any time during the semester. Upon verification of such orders, the grade symbol "MW" will be assigned after the first four weeks of the semester or after the "no notation" period. The "MW" will not be counted in progress probation or dismissal calculations and will not have any adverse effect on the student academic record or enrollment status. Upon petition, the student will also receive a refund of the entire enrollment fee. GB Rev. 11-8-94, 6-11-96

BP 411.3

Grade Changes

All grades are final in the absence of mistake, fraud, bad faith, or incompetency. No grade which has been placed in a student's record may be changed unless the reason for the change is submitted by the instructor, in writing, to the appropriate department chairperson/director and division dean. 5 CAC 55760

BP 412 (95-17482)

Probation, Dismissal, and Reinstatement

It is the intention of the Palomar Community College District to encourage matriculating students to make satisfactory academic progress toward their individual educational goals. Students taking courses for credit should do so with the intention of completing the course or courses with a passing grade. Students who do not make satisfactory progress are subject to probation or dismissal in accordance with established District procedures. The Palomar Community College District Probation and Dismissal procedures are specified in the Palomar College Catalog. GB Rev. 3-12-96

BP 413

Course Repetition

A course may be repeated only under the following conditions:

A. The course has been identified in the Catalog as repeatable, and the student has not taken a course more times than allowed; OR,
B. The student is repeating a course to alleviate a D, F, or NC grade; OR,
C. The student is repeating a course after a lapse of three years by approved petition of the Director of Enrollment Services.
D. The student is repeating a course after a lapse of less than three years by approved petition of the Director of Enrollment Services based on the previous grade being, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Under conditions B, C, and D above, a course may be repeated only once for State apportionment.

The CR/NC option is not available if a D or F grade was received the first time.

Students discovered through the course repetition programs who do not comply with the above regulations will be administratively dropped from those classes and will be notified by mail to see a counselor for alternative course selection.

Students dropped as a result of this process will be eligible for a refund of the enrollment fee. 5 CAC 55761, 55762, 55763, 58161; GB 9-17-85

BP 414
Class Auditing (92-15770)

An individual may audit classes at Palomar College if the following conditions are met:

A. Permission of the instructor must be obtained after the first day of class.
B. An audit fee of $15.00 per unit, per semester or summer session will be charged.

Palomar College regular and contract staff, current part-time and temporary faculty and Palomar College retirees may audit one class per semester or summer session at no charge.

Students enrolled in classes to receive credit of ten or more semester units will not be charged a fee to audit three or fewer semester units per semester.

No individual will be allowed to register to audit courses prior to the first day of classes.

No individual auditing a course will be permitted to change his/her enrollment in that course to receive credit for the course.

Priority in class enrollment shall be given to students taking the course for credit.

Classroom attendance of individuals auditing a course shall not be included in computing apportionment or determining class size. EC 72252.3; GB 10-22-85, 6-8-93

BP 415
Credit By Examination

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Not all courses listed in the catalog may be eligible for Credit by Examination. The determination of which courses in a discipline may be taken by examination is made by that department/program. The Department Chair/Director will determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work or experience.

The examination must be reviewed and approved by the Department Chair/Director prior to its administration. Completed examinations must remain on file in the department/program for three years.

A maximum of fifteen units earned at Palomar College or elsewhere through Credit by Examination may be applied towards completing an Associate in Arts degree, general education transfer certification, or vocational certificate at Palomar College.

The student's transcript will clearly identify all courses taken Credit by Examination. Courses completed Credit by Examination are graded on a Credit/No credit basis. The student must earn the equivalent of a "C" or better to earn a grade of Credit.

Credit by Examination may not be attempted for a course more than once. Credit by Examination may be taken for a course when a student has previously received credit for a more advanced course only with the approval of the Department Chair/Director and Division Dean.

Courses in Nursing Education may be taken Credit by Examination only under the rules of the Board of Registered Nursing.

A student must be enrolled in at least one course at Palomar College, excluding Credit by Examination, and may not be on probation when applying for Credit by Examination. The process of Credit by Examination must be completed prior to the end of the current semester or session. Failure to complete the process within that time period will result in a grade of No Credit for the course. The student must pay the same fees or nonresident tuition required of a regular course to take a course Credit by Examination. Students enrolled in courses for Credit by Examination are not counted for enrollment management purposes. GB 6-6-79, GB Rev. 6-28-94

BP 416
Credit/No Credit Classes (69-2722)

Courses listed in the Palomar College Catalog may be taken credit/no-credit unless otherwise indicated in the course description. The decision to take a class on a credit/no credit basis must be made by the end of the fourth week or the first thirty percent (30%) of a class term, whichever is less, after which no other evaluative grade may be given. Students may not repeat on a CR/NC basis a course previously taken for a letter grade.

A grade of CR is awarded for work equivalent to A, B, or C. Courses for which a grade of CR is awarded may not be used to satisfy requirements for the student's major. NC is awarded for work equivalent to D or F. Neither CR nor NC is used in computing the grade point average; however, CR/NC units appear on the transcript of record.

Units attempted for which NC is recorded shall be considered in probation and dismissal procedures. GB 4-28-70

BP 417
Withdrawal (83-9859, 95-17481)

If a student withdraws during the first four (4) weeks or 30% of a class, whichever is less, no grade is assigned, and no notation will appear on the student's record. After the fourth week or 30% of a class, whichever is less, through the eighth week or 50% of a class, whichever is less, a student, at his or her discretion, may withdraw from a class and receive a "W." After the eighth week or 50% of a class, whichever is less, only evaluative grades (A, B, C, D, F) or I shall be assigned. Students who have verifiable extenuating circumstances beyond their control may petition for an exception to withdraw from a class after the eighth week or 50% or a class, whichever is less. GB 12-6-83, Rev. 3-12-96

BP 418
Enrollment/Disenrollment (87-12098)

The primary responsibility for class attendance and maintaining an accurate registration record rests with the student. Consequently, each student must process all adds or drops to the registration schedule and is held responsible for the updating of their Official Study Program. GB 11-24-87

BP 419
Academic Renewal (77-6793) (93-16344)

Philosophy. Palomar Community College District is committed to meeting the educational needs of all its citizens. Open entry encourages students of varied educational backgrounds to pursue their individual goals. Palomar's commitment to all students increases the likelihood of enrolling those who have failed in the past but who have shown their readiness to try again. To reduce the negative impact of past academic failure and to facilitate fair and equitable treatment of all students in pursuit of their academic goals, Palomar Community College District supports Academic Renewal.

A student may request that 30 units of previous course work taken at Palomar College or any other institution be disregarded when computing grade point average (GPA)*. Course work not to be counted must include the entire semester or term. Subject, but not unit, credit will be allowed for work completed satisfactorily (A, B, or C) during disregarded terms. *NOTE: Not all four-year institutions accept Academic Renewal.
Rev. GB 4-26-94

STUDENT CONDUCT

BP 420
Rules and Regulations for Student Conduct (81-8778)

BP 420.1
General Application

Palomar College students are responsible for regulating their own conduct and for respecting the rights and privileges of others. They are expected to conduct themselves in a manner compatible with the function of the College as an educational institution and respect and obey all civil and criminal laws. Failure to abide by the standards as set forth by Palomar College is cause for disciplinary action. EC 66300, 66017, 87708, 76030 et seq; 5 CAC 41301, 41302; PC 415.5; GB 1-12-82

BP 420.2
Application of Policy to Conduct of Applicants for Admission or Readmission

Admission or readmission may be denied to any person who, while not enrolled as a student, commits such acts which, were he/she enrolled as a student, would be the basis for disciplinary proceedings under this policy. In addition, admission or readmission may be denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to this policy. Any conduct for which admission or readmission may be denied must be College related. 5 CAC 41303

BP 421
Confidentiality

Unless the student and the College determine otherwise, proceedings under this policy shall be confidential and all hearings held hereunder shall be closed to everyone other than the person(s) conducting the hearing, the student charged, the College representative, a single advisor of the person(s) conducting the hearing, an advisor for each of the parties, a witness while presenting evidence, and a person designated to record or otherwise make a record of the proceeding.

BP 422
Delegation

Whenever a power or duty is granted to an employee or officer by this policy, the power or duty may be exercised or performed by another officer or employee who is authorized to do so by delegation from the first officer or employee. Notwithstanding this provision, the authority of an instructor to suspend a student from a class may not be delegated to any other person.

BP 423
Record of Disciplinary Action

The fact of disciplinary action and the reasons therefor shall be recorded on the student discipline records subject to access, review, and comment by the student as authorized by the Federal Family Educational Rights and Privacy Act [20 U.S.C. 1232 (g)] and the administrative regulations adopted thereto (45 CFR Sections 99 et seq) and similar provisions of state law (Education Code Section 76200 et seq) and the administrative regulations adopted pursuant thereto. 5 CAC 54600 et seq.

The information shall remain recorded on the student records unless expunged in accordance with state or federal law but shall not be released to prospective employers unless the student consents in writing to such release. EC 76210, 76220 et seq; 5 CAC 54600 et seq

In addition, such information will be released to other third parties, including law enforcement agencies, as required or authorized by the state and federal law referred to above.

For a period of two calendar years after the recording of such information, the information may be used by appropriate College officials in determining the appropriate sanction of any subsequent disciplinary action or for any other College-related purposes.

BP 423.1
Technical Departures

Technical departures from this policy and errors in their application shall not be grounds to void the College's right to take disciplinary action against a student unless, in the opinion of the College President or designees, the technical departure or error prevented a fair determination of the issue.

BP 423.2
Financial Aid
Any student suspended or expelled from the College shall be ineligible for scholarships, loans, grants-in-aid, or any other financial aid given or guaranteed by the College, state, or federal government, during the period of the suspension or expulsion. EC 76037

BP 423.3
Fees
No student suspended or expelled shall be refunded any fees paid by or for the student. EC 41302, 76037

BP 426
Student Grievance (93-16511)
It is the policy of the Palomar Community College District to authorize students to initiate grievance procedures when the student believes that he/she has been subject to unjust action or the denial of rights as stipulated in published District regulations, state laws, or federal laws. Such action may be instituted by a student against another student, a staff member, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress as outlined in the Student Grievance Policy and Procedures. GB 6-28-94

BP 430
Suspensions and Expulsions

BP 430.1
Suspension by Instructor
An instructor is authorized to suspend a student for a good cause from his/her class for the day of the suspension and the following class meeting. Before or at the time of ordering the suspension of any student from class, the instructor shall give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed suspension. Immediately following the suspension, the instructor shall notify the College President or designee of the suspension and request that the student proceed to the College President or designee's office. The instructor's decision is final and may not be appealed under this policy. EC 66017, 76032, 76030

BP 430.2
Administrative Suspension
The Superintendent/President or designee is authorized to suspend a student for good cause for no more than five days. If the events upon which such a suspension is based are the same events that led an instructor to suspend a student from class, the length of the total suspension shall not exceed five days.

Before or at any time of imposing discipline as authorized by this policy, the Superintendent/President or designee shall give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed disciplinary action.

The decision of the Superintendent/President or designee is final and may not be appealed under this policy. EC 66017, 76037, 76031

BP 430.3
Right to Impose Long-term Suspensions or Recommend Expulsions
The Superintendent/President or designee is authorized to suspend a student for good cause for a period of time not to exceed two calendar years; or

The Superintendent/President or designee may recommend that the Governing Board expel a student from the College. Only the Governing Board shall be authorized to expel a student.

BP 435
Speakers (68-2363)
With the intent to serve as an educational and cultural center for the people of Northern San Diego County, Palomar College invites public forums, the Community Service Lecture Series and guest speakers. To ensure that speakers present diverse views in the best traditions of the American forum, the Superintendent/President's designee will assure that speakers be intellectually stimulating and educationally justifiable.

When controversial topics are presented, balancing viewpoints will be presented as follows:

A. On the same program at the discretion of the sponsoring organizations; or
B. At another hour designated by the Superintendent/President's designee; or

C. At any time, in accordance with the code of the free speaker area. No speaker or topic shall violate the Education Code or any local, state, or federal law.

The Student Activities Office will seek agreement on the following topics:

A. That the speaker accurately describe his/her background to the audience.
B. That with relevance and propriety, the speaker answer unselected questions if a question period is provided.
C. That the total presentation be recorded and taped for library use.

This policy is applicable to student organizations on campus in their recruitment of guest speakers and is not intended to apply to instructors inviting guest lecturers to their classes. GB 3-11-69

BP 436
Student Publications
The administration is directed to create a Student Publications Board whose purpose it shall be to ensure the selection of responsible editors for all student publications and to approve the staff members of each publication. The Student Publications Board shall only have authority to select and remove personnel. It shall not have censorship authority.

BP STUDENT SERVICES

BP 450
Health Services (82-9212)
Health Services should be open during hours that students are scheduled to be on campus, and a registered nurse should be available for emergency first aid and illness care.

The three components of Health Services are: Nursing Services, Psychological Counseling Services, and Medical Services.

Nursing Services shall include, but not be limited to, health education, health appraisal, health screening, health counseling and referral, first aid and emergency care for accidents and illness, control of communicable diseases, environmental health, and coordination of health programs.

Non-prescription medications, TB skin testing, immunizations, venipuncture for lab tests, allergy injections, and emergency procedures shall be administered by a registered nurse following standardized procedures established and maintained by the Director and a physician.

A Psychology Internship program shall provide individual and group counseling for students. The director and the chairperson of the Counseling Department will interview all prospective candidates. These interns will be supervised by Psychologists or Marriage and Family Counselors who hold the appropriate current state licenses.

The Medical Care Program provides primary care for acute short-term medical problems by licensed physicians. This service provides limited and immediate assessment, diagnosis, treatment, and referral. GB 11-9-82

BP 460
Student Placement Services Fee (93-16317)
The Governing Board of Palomar Community District recognizes the need for the District's Student Placement Services to provide quality services and hereby authorizes that a student placement services fee be charged to non-students to assist in offsetting costs. GB 4-12-94

BP ASSOCIATED STUDENT GOVERNMENT

BP 470
Associated Student Government Budget (70-3084)
The following items were adopted for incorporation in the District Associated Student Government budget policies:

A. The District shall assume financial responsibility for the athletic program. Income received from athletic events shall be placed in a trust fund. These monies may be used to provide for those related athletic expenses which cannot legally be financed by the District. All surplus funds in the trust shall carry over to the following year.

B. Funding of publications (Telescope, Bravura), forensics, theatre arts, music, art, and dance, shall be from the Bookstore net profit. Such monies shall be specifically designated to the activities listed above and, thus, assure their continuing to function as a part of the total program of the Associated Student Government and the College. If the Bookstore income is greater than the budgeted activities, surplus monies shall go to the general fund of the Associated Student Government.

C. All other Associated Student Government expenses shall be funded by the profit from the Student Activity card and any other sources of income.

D. Where admission charges are made for activities such as dances and plays, those students holding a Student Activity Card shall be given a reduced price or admitted free. All athletic events shall be free to Palomar students. GB 4-13-71

BP 475

Associated Student Government Constitution

The Associated Student Government Constitution is available in the Associated Student Government office and the Student Activities Office.

BP FINANCE

GENERAL

BP 505

Solicitation of Funds by Outside Organizations

All solicitation of funds from students, faculty, or staff by off-campus organizations or persons will be prohibited, except with the express approval of the executive administration and/or Governing Board. EC 82531, 82543; GB 3-22-66

BP 506

Legal Opinions/Assistance

All general administrative and Governing Board requests for legal opinions from the County counsel or counsel shall be submitted in writing to the Superintendent/President (or his/her designee), who will then forward them for action or request an oral opinion if he/she feels they warrant legal interpretation.

BP 507

Conferences and Travel (87-12431; 90-14040)

The Governing Board encourages members of the faculty, administration, classified staff, and Governing Board to participate in off-campus conferences, meetings, and similar activities which will enhance the programs of Palomar College in particular and higher education in general.

BP 507.1

Definition of Off-Campus Travel

For purposes of this policy, off-campus travel shall be defined as including national, regional, state or local meetings whose principal business includes community college instruction and/or support functions or the advancement of the discipline or processional area in which the individual normally teaches or works. This also includes business mileage incurred by the individual using a personal vehicle in the performance of duties which require travel away from the individual's regular work location. Not included in the above definition are:

A. Meetings where participants receive college credit, except for those individuals receiving continuing education credit for maintaining their professional licenses.

B. Meetings that pay a salary or give an honorarium covering full expenses incurred to participants.

C. Meetings which are promotional, lobbying or legislative in orientation, without prior approval of the President/Superintendent.

D. Meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment.

E. Special interest meetings outside the scope of the definition.

BP 507.2

Approval of Off-Campus Travel

Members of the Governing Board are authorized, subject to Board approval, to attend and be reimbursed for actual and necessary expenses for conferences, meetings, and similar activities which, in their judgment, will benefit the College/District.

The Governing Board hereby delegates to the Superintendent/President, or designated representative, authority to authorize employees to travel off campus to attend conferences, conventions, committee meetings, in-service training seminars and so forth, within or outside the State of California.

BP 507.3
Expense Reimbursement

Authorized travel may be reimbursed for actual and necessary expenses, or portion of actual and necessary expenses approved, provided the costs to the College of such attendance are within budget appropriations. Documentation provided to authenticate such expenses shall satisfy payment standards established by the disbursing officer.

At the discretion of the Superintendent/President, or designated representative, employees may be reimbursed for actual and necessary expenses, or portion of actual and necessary expenses approved, incurred for off-campus conferences or meetings they were unable to attend, provided the circumstances preventing such attendance were beyond employee control.

BP 507.31
Expense Reimbursement - Business Mileage

Any employee, with the exception of an adjunct faculty member teaching in off campus sites, who is required to travel off campus in the performance of assigned duties may, upon the approval of the Superintendent/President or designated representative, be authorized to use a personal vehicle and receive reimbursement for business mileage accrued through such use.

Reimbursement for business mileage shall be at the prevailing IRS standard rate and is subject to the following stipulations:

A. Mileage shall be calculated as the distance from the employee's regular work location to his/her business destination(s) and return to his/her regular work location.

B. If the employee does not arrive at his/her regular work location prior to his/her business trip in any one day, he/she shall deduct from total accrued mileage:
  1. the distance from his/her home to the first business destination OR
  2. the distance from his/her home to the regular work location, whichever is less.
  3. If the employee proceeds from his/her last business destination directly to home, he/she shall deduct from total accrued mileage:
     a. the distance from his/her last destination to home OR
     b. the distance from his/her regular work location to home, whichever is less.
  4. If an employee is assigned to perform work outside his/her regular hours of employment, or on an emergency or non-scheduled basis, the performance of which requires travel from his/her home to the assignment destination, the employee shall receive reimbursement for the total mileage traveled in connection with the assignment. If an employee's work site is not on campus and the employee is not required to come on campus, there would be no reimbursement for miles traveled between the residence and the work site.
  5. When more than two employees attend a local meeting to which transportation is needed, the minimum number of vehicles consistent with safety and economy shall be used. If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense at the established business mileage rate.

Transportation-related expenses which are directly associated with business mileage and reasonably incurred shall be reimbursed.

BP 507.32
Expense Reimbursement - Transportation (Other Than Business Mileage)

A. Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, vehicles, and other usual means of conveyance. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District.

B. Transportation to and from residences to the commercial carrier terminal, if by vehicle, shall be reimbursed at the established business mileage rate. If by commercial carrier, such as bus or limousine, reimbursement shall be at actual cost.

C. Transportation to and from the commercial carrier terminal at the conference or meeting location to a hotel, by limousine, bus, taxi, or whatever is most practical under the circumstances, shall be reimbursed.

D. Transportation by limousine, bus, taxi, or whatever is most practical to get from meeting to meeting, or from hotel to meeting locations, shall be reimbursed.

E. When attending a conference or meeting to which the employee has traveled by commercial carrier, the employee may rent an automobile at the carrier terminal for local transportation when such has been authorized in advance. The cost of the car rental, which shall be the most economical available, including the daily charge for collision damage waiver, shall be reimbursed.

F. College staff shall not pilot or charter personal aircraft when traveling within the scope of their employment.

G. Reimbursement for travel by vehicle shall not exceed the lowest commercial air fare with the exception of travel to/from the Los Angeles area. For travel to/from the Los Angeles area, employees will be allowed to drive or fly at the lowest commercial air fare.

H. If two or more employees share a personal vehicle, only one employee shall be reimbursed at the established business mileage rate.

I. Other transportation-related expenses which are directly associated with conference or meeting attendance and reasonably incurred shall be reimbursed.

BP 507.33

Expense Reimbursement - Registration

Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable up to actual cost.

BP 507.34

Expense Reimbursement - Lodging/Meals

A. Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed.

B. If lodging is shared with another employee, each may be reimbursed only for his/her share of the charges.

C. When an employee shares lodging facilities with a non-District person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate.

D. When lodging expense is not incurred, reimbursement for subsistence only will be allowed up to actual cost, not to exceed the established subsistence rates.

E. Reimbursement shall not be allowed:

    1. when an employee will not incur expenses for lodging because it is furnished by other means; AND/OR
    2. when an employee will not incur expenses for meals because they will be furnished by other means.

F. When the cost of meals is included in a registration fee of a meeting, conference or convention, those amounts will be reimbursed up to their stated costs.

G. Payments for meals, including tips, shall be reimbursed at no greater than the Standard Meal Allowance established by the Internal Revenue Service. All authorized meal expenses actually incurred shall be paid for each completed 24 hours of travel, beginning with the employee's time of departure. For fractional parts of the day which do not require overnight travel, the appropriate meal expense may be reimbursed. Such reimbursement shall consider the time of the employee's departure and return.

H. Reimbursement for the cost of alcoholic beverages as a meal expense or as any other type of expense is expressly prohibited.

BP 507.35

Expense Reimbursement - Miscellaneous Expenses

Miscellaneous travel expenses essential to the transaction of official College/District business are reimbursable to the employee when reasonably incurred. Allowable expenses include:

A. Minor supplies, postage and reproduction costs.

B. Laundry and valet expenses may be allowable when an employee's absence from regular service extends beyond five (5) nights.

C. Porter service or incidentals will be allowed at no more than $2 per day.

D. Reimbursement for telephone expenses will be allowed only if incurred in conducting College/District business. A "safe-on-arrival" call is also allowed.

BP 507.36

Non-Reimbursable Expenses

Certain travel expenses are considered personal expenses and not essential to official business. Such non-reimbursable expenditures include:

A. Entertainment expense, radio or television rental, and other items of similar nature.

B. Transportation to or from places of entertainment and similar facilities.

C. Conference-arranged leisure tours or personal side-trip expenses.
D. Personal telephone calls, with the exception of a "safe-on-arrival" call, which is allowed.
E. Individual membership dues or fees.
F. The cost of alcoholic beverages.
G. Traffic or parking citations while using a private or College vehicle.

BP 507.4

Personnel Considerations

Salary Status During Travel

An employee who is authorized to travel off campus to attend conferences, conventions, committee meetings, in-service training seminars and so forth, shall be considered to be in regular salary status for the duration of the absence for his/her normal work assignment. At no time shall overtime be permitted for off-campus travel unless such overtime has been expressly authorized in advance by the Superintendent/President or designated representative.

Leave of Absence During Travel

No expense of any kind will be allowed for time in a leave-of-absence status.

Travel for Convenience of Employee

No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if he/she travels to a destination for his/her own convenience in advance of the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience. GB 6-14-88, Rev. 9-25-90

BP 508

Consultants

Consultants shall exercise no administrative authority over the work of College employees, but shall act only as advisers in those fields in which they are qualified to offer assistance. They shall be selected on a nondiscriminatory basis and without regard to race, sex, color, age, religion, ancestry, creed, national origin, political belief, marital status, sexual orientation, medical condition, physical disability, or Vietnam-era veteran status

BP 509

Claims Against the District

All claims for money or damages against the District shall be governed by the 800 and 900 code section series of the California Government Code except as provided therein, or by other statutes or regulations expressly applicable thereof.

BP 510

Sale of Personal Property Fabricated by Students

The Governing Board authorizes the District to sell to any student personal property of the District which has been fabricated by such student, at the cost to the District of the materials furnished by the District and used therein. EC 81457

BP 511

Royalty Payments (87-12306)

Palomar College deems it appropriate for employees to engage in scholarly and creative projects, which may earn fees or royalties for the employee, while under contract, including sabbatical leaves or other periods set aside for staff development, provided these projects have been approved by the appropriate College authority.

Fees or royalties earned by employees from approved projects shall be the property of the faculty member or employee developing the project and the College shall not assert any ownership interest therein.

Palomar College shall have the right to utilize such projects or any materials developed therein in its own instructional programs and operations without cost to the Palomar Community College District.

Employees engaged in such authorized projects may use only such District services and supplies (e.g., paper, duplication, machinery, facilities, clerical time, mail, telephone calls, etc.) as are formally approved by the appropriate executive administrator, and the costs for these services and supplies are to be repaid to the District by the employee in a prompt and timely manner. EC 78906; GB 3-22-88

BP 512
Copyrights

BP 512.1
Computer Software (92-15350)

No person shall make, cause to be made, use, or cause to be used on the District's computer facilities an illegal copy of copyrighted or licensed software. An illegal copy is defined as any copy which violates the tenets of Public law 96-517, Section 7(b) which amended Section 117 of Title 17 of the United States Code. GB 11-10-92

BP 512.2
Network and Telecommunications User Policy (97-18884)

The Palomar Community College District encourages all members of the College community to take full advantage of the administrative and educational activities made available for collaboration, research, management, and student learning by the appropriate use of information technology. Use of information technology includes the use of fax, telephone, intra/Internet networks, voice/video conferencing facilities, and other networking/telecommunications resources of the District. It is the policy of the District not to monitor electronic transmissions for content except when required to do so in the normal course of business, in a criminal investigation, in response to a lawfully issued subpoena or valid court order, or when specific written permission to do so is granted by the Superintendent/President. Neither this policy nor the associated procedures are to be construed in any way to restrict Constitutional guarantees including freedom of expression and the open exchange of ideas. GB 4-28-98

BP 513
Incentive Cost-Savings Program (92-15351, 98-19263)

Palomar Community College District encourages employees to develop and submit ideas to reduce costs through the improvement of operational methodology, processes and services, or to improve the quality of the work environment. Through this Incentive Cost-Savings Program, the District can promote and recognize individual or team initiative by sharing with employees the savings resulting from their adopted ideas; however, the idea must be feasible to implement within available financial resources. Monetary awards of 10% of the annual savings, not to exceed $1,000, will be presented after the first year of implementation. GB 11-10-92, rev. 12-8-98

BP FINANCIAL MANAGEMENT

BP 520
Management of Funds

All funds credited to the District are to be managed and expended in such a manner as to provide the best possible educational opportunities and facilities for those entitled to benefit from such a program.

BP 521
Budget

The adopted budget is a controlled spending plan for the fiscal year. The District Superintendent is authorized to make expenditures and commitments in accordance with Board policies and applicable local, state, and federal laws.

BP 521.1
Budget Transfers

All budget transfers between legal accounts of the budget will be approved by the Board on recommendation of the Superintendent. Such transfers shall be recorded in the minutes of the meeting at which the action took place. Adjustments between and among subaccounts within a particular legal account may be made by administrative action, as needed. EC 42600, 85200, 85201

BP 522
General Reserve and Undistributed Reserve

It shall be the policy of the Governing Board that a small amount of the unrestricted budget will be carried in the General Reserve, as required by the Education Code, and that the Undistributed Reserve shall carry the major amount of money necessary to: (1) take care of emergencies of the current year; and (2) provide the fund which becomes part of the beginning balance of the following fiscal year, enabling the District to conduct its business until such time as revenues of the following fiscal year shall become available.

BP 523
State and Federal Financial Assistance
State and federal financial assistance programs including matching or proportionate sharing programs shall receive the approval of the Superintendent.

BP 524
Fiscal Accounting
The accounting system used to record financial affairs of the District shall be in accordance with the definitions, instructions and procedures published in the California Community Colleges Budget and Accounting Manual, as approved by the Board of Governors of the California Community College system. EC 72413, 84030

BP 525
Fiscal Auditing
The Governing Board shall provide for the annual audit of all District and subsidiary funds through an external certified auditor. EC 84040 et seq.

BP 526
Revolving Cash Fund (82-9620)
The Governing Board establishes a revolving cash fund in the amount of twenty-five thousand dollars ($25,000), to be controlled by the Director of Fiscal Services. EC 85400; GB 6-28-83

BP 527
Associated Student Government Funds
Associated Student Government funds are to be used for projects and programs which benefit the students and the District.

BP 528
Payroll
It is the responsibility of Fiscal Services to maintain all payroll records of District employees, to conform to all state and federal regulations, to adhere to all Education Code rulings, and to provide updated information to all staff, as requested.

BP 528.1
Payroll Deductions
At the request of individual faculty members, it is the policy of the Board to allow payroll deduction to be made for purposes of making contributions to the United Way/CHAD Fund or for purposes of making deposits in the Credit Union or other agencies approved by the Board.

BP 528.2
Tax-Sheltered Annuity Program (87-12287, 96-18068)
The Governing Board of the Palomar Community College District authorizes the participation of District employees (other than student employees and those employees whose contributions would not exceed $200 per year) in tax-sheltered annuity programs. A tax-sheltered annuity (TSA) is defined as an investment program which defers federal and state income taxes on that part of current salary invested until such time as the annuity or investment is returned to the individual, either by retirement or by withdrawal. Each individual participating TSA provider (insurance company or company selling shares in a regulated investment company) must be approved by the Governing Board. GB 3-8-88, rev. 1-14-97

BP 529
Cash Receipts and Deposits
Fiscal Services shall collect/receive all fees, revenues and abatements and deposit same in the appropriate account in the County Treasury or Board-approved financial institution.

BP PURCHASING

BP 540
Purchasing
The Governing Board has the sole authority and responsibility for purchase contracts of the District. The Governing Board may designate certain individuals as being authorized to sign purchase orders and certain contractual documents on its behalf, subject to ratification. Only those persons' names may obligate the District

on behalf of the Governing Board. Furthermore, the Governing Board recognizes the need to establish guidelines for conducting day-to-day purchasing procedures as defined by the Purchasing Procedures Handbook.

BP 541
Conflict of Interest

Governing Board members who have a legal interest in any contract brought before the Board shall abstain in the approval process. No employee of the District shall have a financial interest in any contract with a vendor specified by the employee as one from whom to purchase materials. EC 72533

BP EQUIPMENT AND FACILITIES

BP 550
Use of District Facilities (92-15349)

The Mission of Palomar Community College District includes service to northern San Diego County residents to provide programs in health, recreation, physical development and opportunities for athletic competition; and to serve as an intellectual, cultural, and artistic center for the people of northern San Diego County.

The California Education Code extends the power to the Governing Board of the Palomar Community College District to "grant the use of college facilities or grounds" for a variety of public uses "upon such terms and conditions as the board deems proper," subject to restrictions and limitations set by the Code. District instructional programs have priority in the use of District facilities, and student and community activity needs follow in priority.

No use shall be inconsistent with the use of the buildings or grounds for District purposes, or interfere with the regular conduct of instruction. (Ed Code 82531)

The Palomar Community College District reserves the right to deny rental of its facilities to any group, individual, or activity which, in the judgment of the Administration, is not consistent with the mission, goals, and objectives of the institution; which could result in the destruction of property or bodily injury to participants; or which conflicts with educational activities.

In recognition of the direct and indirect expenses imposed upon facilities and personnel for other than regular use, a use fee shall be charged. The Governing Board may charge a rental fee for direct costs associated with the facility use, or for fair rental value of the facility or grounds. The associated Procedures specify which activities shall be charged direct costs and which shall be charged fair rental value. EC 82530 et seq., 109000 et seq., 81378; GB 10-85, GB 11-10-92

BP 551
Use of District-Owned Equipment (86-11585)

District-owned equipment may be removed from the College property for use by students or staff members only when such equipment is necessary to accomplish tasks arising from their College-approved activities or job responsibilities. In all cases where equipment is removed from the campus, prior approval must be secured from the administrator responsible for the equipment. Removal of College equipment for personal use is prohibited.

This policy does not preclude lending District-owned equipment to other agencies when such use is deemed by the College administration to be of benefit to the College.
GB 1-13-87

BP 552
Fixed Asset Inventory

A computerized inventory of District fixed assets shall be maintained by District staff. All equipment and furnishings whose current value exceeds three hundred dollars ($300) shall be included in the inventory, with the exception of property permanently affixed in a building, such as heaters and lockers. A record of the date and method of disposal of all items removed from the inventory shall be kept.

BP 553
Keys

Keys to College buildings are the property of the College and are issued only to District employees. Keys may be obtained through Administrative Services and must be returned upon termination of employment.

BP 554
Vehicles

BP 554.1
Responsibility

Administrative Services shall have complete authority in the supervision of the use of College vehicles. Any violations concerning the use of College vehicles shall be handled by the Vice President for Finance and Administrative Services.

BP 554.2
Regulations

A. Vehicles shall be used for College-related business only.
B. Only authorized staff or students 18 years of age or older may drive College vehicles. To qualify as an authorized driver, the individual's driving record on file with the Department of Motor Vehicles must meet the District-established criteria.
C. Faculty or an approved staff member must accompany students on all trips when College vehicles are used outside of San Diego County.
D. Drivers must operate vehicles in compliance with all laws. Improper use or negligence in operation of a vehicle may result in loss of use of vehicles by the individual responsible.

BP 560
Palomar College Bookstore

Under the authority of Education Code Section 81676 (1970), the Governing Board authorizes and orders:

A. The establishment of a bookstore on the Palomar College campus to be known as the Palomar College Bookstore.
B. The establishment of a Bookstore Fund in the District budget to which the proceeds derived from the operation of the Bookstore shall be transferred.
C. That the Assistant Superintendent/Vice President for Finance and Administrative Services be designated to act as trustee for funds derived from the operation of the Palomar College Bookstore and instructed to receive such funds in accordance with procedures established by the Governing Board.
D. That all necessary expenses, including salaries, wages and other essential costs, shall be deducted from the sales of the Palomar College Bookstore.
E. That net profits from the operation of the Bookstore shall be transferred to the Associated Student Government for the general benefit of the student body in the following manner:
    1. Net profits of the previous year's operation of the Palomar College Bookstore shall be separated into an amount to be retained for future capital expansion of the bookstore building, and an amount to be transferred to the Associated Student Government.
    2. As a guideline, approximately 20% of the net profit of the previous year shall be retained in the Bookstore Fund for capital expansion.
    3. The remainder of the net profit shall be transferred to the Associated Student Government according to the following schedule: a) on July 1, $5,000, b) on September 1, one third of balance, c) on November 1, one third of the balance and d) on January 1, one third of the balance.
    4. The Governing Board, during the budget approval process shall determine the amounts of money to be separated for the two functions.
    5. Effective June 30, 1974, and recurring on each June 30 thereafter, funds shown as the ending balance of the Associated Student Government (non-trust) in excess of $5,000 shall be transferred to the savings account of the Bookstore Fund. The savings account of the Bookstore Fund is recognized to be the depository of money which shall, under Board policy, be used for capital outlay costs of expanding the bookstore building.
F. These policies shall not conflict with the presently adopted District Associated Student Government policy.
G. That a committee be established consisting of three faculty members, four students, all of whom are voting members and the Director of Bookstore Operations, in an advisory capacity and one administrator who is a voting member.

PROCEDURES

GOVERNANCE

3.0
Guidelines for Communication

Advancement Office
The Advancement Office develops, directs, and coordinates marketing, fund-raising, and outreach programs among alumni, the community, corporate donors, and individual friends of the college.

If you would like to become a donor to Palomar College or know someone who may want to be given the opportunity to donate cash or gifts-in-kind, please contact the Chief Advancement Officer.

Public Information Office
Faculty members are encouraged to inform the Public Information Office of newsworthy achievements and events. The office can assist in communicating information to other staff members and to the public through mass-media channels. If possible, information should be sent to the Public Information Office at least two weeks before the desired publication or broadcast dates. The media are particularly interested in the accomplishments of staff members and students and in curricular issues which are significant, successful, new, different, unusual, exciting, or innovative in some respect.

Representatives of the mass media may contact faculty members directly without going through the Public Information Office. If you are interviewed by a reporter, remember the "ABC" formula: Accuracy, Brevity, and Clarity. Stress the positive side of potentially negative issues. Don't hesitate to say, "I don't know," if you aren't sure about the accuracy of your information. Please report media contacts to the Public Information Office as soon as possible after they occur so that queries from other media and follow-up activities can be handled appropriately.

Marketing Communications Office
The Marketing Communications Office is charged primarily with marketing Palomar College as an institution of excellence. Primary objectives include promoting Palomar as an institution of choice, increasing the College's positive name recognition throughout the District, promoting specific programs within the college, recruiting new students, retaining current students, and supporting the college's fundraising efforts. Throughout the year, Marketing Communications coordinates various communications projects including the class schedule, conducts marketing campaigns, and produces outreach collateral pieces such as newsletters, brochures, and fliers in an effective and cost-efficient manner.

3.04
Organization for Administration
The District's organizational chart fixes responsibility and defines duties of members of the administrative staff. Responsibility is accompanied by appropriate authority, and it is requested that personnel utilize the chart as a guide to communication. This does not preclude, however, the "open door" policy for all administrative offices. The maintenance of democratic administration requires the commitment of all personnel to keep the channels of communication open if the democratic process is to be preserved.

A real strength at Palomar College lies in an organization which makes possible the utilization of faculty and staff thinking on all college problems. The President's Advisory Council provides an avenue of opinion for all campus groups.

4.0
Collegiality

4.1
Political Activities on Campus
Summary of Legal Requirements and Restrictions:

- **Political Activities by the Officers, Employees, and on the Campus**
  The governing body of the College may establish rules and regulations that govern officers and employees engaging in political activities during working hours and political activities on the College premises [CA ED s 7055].
- **Use of College Funds, Personnel, or Property**
  There is a civic center at the College wherein citizens may meet and discuss, as they desire, any subjects

including political interests [CA ED s 82537 (a)].

College representatives are prohibited from using College funds, services, supplies, or equipment for the purpose of urging the support or the defeat of any ballot measure or candidate, including any candidate for election to the governing board of the College [CA ED s 7054 (a)].

It is important to note that the Code [7054(b)] allows the use of College resources (described above) to provide information to the public about the possible effects of any bond issue or other ballot measure if both of the following conditions are met:

(1) The informational activities are otherwise authorized by the Constitution or the laws of this state.
(2) The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

- **Political Contributions**

  During working hours, no employee of the College may solicit or receive political funds or contributions to promote the support or the defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of offices or employees of the College [CA ED s 7056 (a)].

  However, a recognized employee organization or its officers, agents, and representatives are not prohibited from soliciting or receiving political funds or contributions from employee members to promote the support or defeat of any ballot measure on College property during non-working time. [CA ED § 7056 (b)]

Campaign Activities

Campaign activities are subject to a wide variety of federal and state political laws. In general, nothing prevents an officer or employee of the College from privately (and during non-working time) making contributions of money, goods, or services to candidates for political office and in support of or opposition to ballot measure campaigns. However these activities are prohibited during working hours (and with College resources) and on behalf of the College [CA ED s 7056 (a)].

- **Lobbying**

  Lobbying can generally be described as any attempt to influence the actions of any legislative body or any federal, state, or local government agency or official. As stated above, California Education Code (7055) allows each governing body to establish regulations regarding political activities by officials and employees.

Guidelines for Political Activities

(1) There are no restrictions on the expression of personal political views by any individual in the College community, subject to any action under the laws governing libel and slander if there are violations thereof
(2) There are no restrictions on discussion of political issues or teaching of political techniques. Academic endeavors that address political issues, institutions, and policies are in no way affected or restricted. It is expected that in accordance with academic professionalism, controversial issues will be presented in a fair and balanced manner.
(3) College representatives may engage in political activities on behalf of the College, on a limited number of issues, mostly those affecting education and related activities, as authorized or directed by the Superintendent/President.
(4) College telephones, services (such as campus mail and electronic mail)), equipment (such as computers, electronic servers, and copy machines), and other supplies should be used for student education and cannot be used for political activities or issue promotion (except as noted in 1 and 2 above). PAC 4/20/99

4.5

Academic and Professional Matters

The consultation process referred to in part C of this Board Policy will adhere to the following guidelines:

A. Recommendations from the Faculty Senate to the Governing Board on academic and professional matters shall be developed in a manner which encourages careful study thorough deliberation and input from administrators and appropriate staff. The Faculty Senate shall work diligently to address the need for policy or procedural development or change.

B. The Curriculum Committee shall have the responsibility for sending its recommendations to the Governing Board in accordance with the Curriculum Committee's formal charge as described in the Palomar College Governance Plan.

C. The appointment of faculty members to serve on governance committees, task forces, or Faculty Senate committees dealing with academic and professional matters shall be made by the Faculty Senate. Academic and professional matters shall be referred to appropriate existing governance and/or Senate committees whenever possible. The Superintendent/President or designee and the Faculty Senate President shall identify the specific committee as well as the appropriate time line and may designate additional committee members. If the matter is assigned to a Senate committee, the additional members are assigned for that task only. If no appropriate committee exists, an ad hoc committee or task force may be appointed. Assignment of academic and professional matters to committees is subject to ratification by the Faculty Senate. If it is unclear as to whether or not an item is an academic and professional matter, the Superintendent/President or designee and the Faculty Senate President shall mutually agree to the establishment and constitution of an ad hoc committee to resolve the question.

D. The governance committee, task force, or Faculty Senate committee responsible for the particular academic and professional matter shall use the following procedures in order to assure that all interested parties have an opportunity to provide input:

1. The committee shall develop a detailed time line which shall be approved by the Faculty Senate President and Superintendent/President or designee.
2. The committee members shall be responsible for reporting back to their constituent groups on a regular basis regarding the progress of the committee.
3. Academic and professional matters which are under discussion shall be noted in the President's Advisory Council agenda along with the name of the chair of the committee and the time line.
4. When the committee is ready to make a recommendation, it shall sunshine the draft recommendation and ask for feedback within a specific time frame of not less than two weeks. It is the responsibility of the chair to provide copies of the draft recommendation and the time line for feedback.
5. The draft recommendation shall be sunshined in at least the following arenas: Faculty Senate, President's Advisory Council, Instruction, Student Services, Administrative Services, ASG, Administrative Association, and CCE/AFT. This process of soliciting feedback may be repeated within the time line until the committee sends the recommendation to the Faculty Senate.
6. After reviewing the feedback and making changes, if necessary, the committee will send the recommendation to the Faculty Senate for action or resubmit it to interested groups if there are substantive changes.
7. The Senate may elect to accept the recommendation or return it to committee with specific recommendations for changes, additions, or deletions.

E. Recommendations from the Faculty Senate to the Governing Board on academic and professional matters, other than those which are the direct responsibility of the Curriculum Committee, shall be reviewed by the Superintendent/President. If the Superintendent/President agrees with the recommendation, the Faculty Senate then reports its recommendation to the Governing Board for information and action. If the Superintendent/President disagrees with the recommendations of the Faculty Senate, the matter will be referred back to the Faculty Senate and then to the originating committee with written comments or recommendations so that issues raised by the Superintendent/President may be addressed. The Faculty Senate will then review the originating committee's response and recommendation and report its decision to the Superintendent/President and its recommendations to the Governing Board for information and action.

F. Policies and procedures related to academic and professional matters shall be implemented only during the regular academic year when the Faculty Senate is in session. In cases where there is a federally or state-mandated change or deadline which may result in serious fiscal hardship for the District, and the Faculty Senate is not in session, the Faculty Senate President or designee shall be consulted and informed that immediate action is required. Such action is deemed temporary and shall be in force for a period of time not to exceed ninety days from the date of Board action. Final implementation of resulting policies or procedures is subject to review and ratification by the full Senate, utilizing the process described herein. When an academic and professional matter is deemed by both the Governing Board and Senate to be urgent enough to hold special sessions of the Faculty Senate, Faculty Council, or committees on which faculty serve beyond the usual academic year, faculty members shall be compensated for their time.

G. Recognizing the importance of shared governance, the District will, through the regular budget process, provide facilities and support at a level at least equivalent to the 1991-92 level, to the Faculty and Faculty Senate. Faculty, recognizing their professional obligations, will utilize the support prudently and act in the best interests of the College.

H. In a case where no agreement is reached or substantial delay in the consultation process occurs, the Faculty Senate reserves the right to submit written comment, to meet with or appear before the Governing Board to present the views and recommendations of the Faculty Senate on academic and professional matters.

I. The Governing Board normally shall accept the recommendations of the Faculty Senate on academic and professional matters as long as the Faculty Senate has followed the processes described in this Board procedure. If the Governing Board does not accept any such recommendation, the Superintendent/President or designee shall promptly communicate the Board's reasons in writing to the Faculty Senate upon request.

J. Modification of these procedures is accomplished by agreement between the Faculty Senate President and Superintendent/President or designee and is subject to ratification by the Faculty Senate.

GOVERNING BOARD

7
Responsibility

7.13
Awards

Awards may be made to individuals performing exemplary service to the District or public education. Recommendation of individuals for awards shall be made by a committee appointed by the Superintendent/President or in accordance with written, established District procedures. The committee shall recommend the type of award. Awards in cash may be made consistent with law and Board policy. The cost per individual award shall not exceed $200 unless expressly approved by the Board. Awards shall be approved by the Superintendent/President. The Superintendent/President shall inform the Board of the names of all award recipients, the purpose for which the award was given, and the type of award.

The Board determines that these activities are in accordance with Education Code Section 72233 and serve the educational purpose as follows:

- Recognizes exceptional academic and professional achievement;
- Increases community participation in service to education;
- Promotes communication of local educational priorities; and
- Commends exemplary service to education.

7.135
Naming of Buildings (91-14780)

Request

A. Requests for the naming of buildings, facilities, or areas, and requests for erecting memorials or publicly displayed donations at Palomar College shall be submitted to the Facilities Planning Committee. The Facilities Planning Committee will make a recommendation to the President's Advisory Council regarding the proposed naming of buildings. This information will be submitted to the Facilities Master Planning Committee for information.

B. The Superintendent/President will forward the requests and recommendations to the Palomar Community College Governing Board for final review and decision.

Naming a Building, Facility, or Area for an Individual for Service to the District

A. Building, facility, or area may be named for:
   1. Past members of the college faculty
   2. Past members of the administration or Governing Board
   3. Alumni
   4. Past members of the college staff
   5. Individuals who make exceptional contributions to the College

B. An individual will not be considered for this honor until at least three years following his/her separation from the College. Separation is defined as leaving full-time service or employment. This policy does not apply to alumni and friends of the college.

D. There should be an appropriate relationship between the use of the facility or its function and the person for whom it is named.

E. The following criteria will be used in evaluating the proposal:
   1. Serving the District in an academic capacity and earning a national or international reputation in the individual's field(s) of specialization and also rendering a minimum of three years' service to the District; or
   2. Performing in an administrative or trustee capacity, and rendering a minimum of three years' distinguished service to the District, warranting recognition of the individual's exceptional contributions to the welfare of the College; or
   3. Contributing in truly exceptional ways to the welfare of the institution or achieving such unique distinction as to warrant recognition.

Naming of a Building, Facility, or Area in Recognition of a Significant Gift to the District Directly or to the District through the Palomar College Foundation

A. Facilities may be named for a benefactor or an individual nominated by a benefactor.
B. The benefactor must have given a minimum of 20 percent of the cost of the construction of a new facility. For an existing building, the benefactor must have given a minimum of 20 percent of what it would cost to build the facility today.
C. Benefactors must have given a minimum of 40 percent of the cost of a sub-unit of a building or other facility, i.e., classrooms, lecture halls, etc.
D. Benefactors must have given 100 percent of the cost of walkways, benches, gardens, etc.
E. Facilities will not be named in return for deferred gifts and will not be named for persons making gifts of property (real or personal) until such time as the gift is converted to liquid assets or is otherwise utilized by the District.

Buildings, Facilities, or Areas that May Be Considered for Naming

A. All buildings owned by the District that are not currently named.
B. All lecture halls, classrooms, labs, athletic facilities, and permanent fixtures that are not currently named.
C. All areas where students, staff, and the public gather, including walkways, benches, and gardens.

Signage

A. All buildings named should bear the name of the person and the building name in a typeface and style consistent with District signage and with standards developed by the Facilities Planning Committee. For example: Paul Hayden Memorial Library, Vaniman Physical Science Building, Cynthia Jones Building.
B. Buildings may also bear a bronze plaque permanently affixed to the outside of the wall nearest to the main entrance of the building. The plaque should list the name of the person for whom the building is named and, if the building is newly constructed, the builder, the architect, the Governing Board, the Superintendent/President, and the date the building was dedicated. Relevant information about the donor shall be prominently displayed.
C. Lecture halls, classrooms, and labs to be named should also be identified with a bronze plaque mounted on the wall directly outside the main entrance to the facility.
D. All areas where students, staff, and the public gather, including walkways, benches, and gardens should be identified with a bronze plaque or appropriate acknowledgment. The plaque or acknowledgment shall be consistent with District signage and with the standards developed by the Facilities Planning Committee.

12
Organization and Meetings

12.3
Regular Meetings

The Governing Board meets on the second and fourth Tuesdays of each month at 7:00 p.m. Any item for the agenda must be in the President's Office 5 p.m., on the Monday eight days prior to each Tuesday meeting.

12.8
Agenda

Any member of the public who wishes to place a matter on the agenda of an open Board meeting shall notify the Superintendent/President in writing at least eight calendar days before any regular meeting. The written notification shall specify the matter and include any relevant background information.

The Superintendent/President shall determine whether the specific matter is directly related to the business of the District or is appropriate for an open Board meeting. Any decision by the Superintendent/President not to place a requested matter on the agenda may be appealed in writing to the Board.

12.10.1
Public Participation at Regular Meetings of the Board (97-18518) (97-18582)

For the purposes of conducting an orderly Board meeting, the Board hereby sets a five-minute time limit per person for members of the public who wish to address the Board on matters within its jurisdiction, may ask a delegation to select a spokesperson, and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

The Board President or the Chair of any Board meeting may terminate a presentation by a member of the public given the floor to speak under this procedure, after a verbal warning to cease improper and offensive conduct;

for example, conduct which incites a riot, and the individual who is warned persists in engaging in disapproved conduct.

Any member of the public seeking to speak to the Board and complain against an individual District employee may do so pursuant to the provisions of this procedure. These individuals are encouraged to contact the supervisor of the employee against whom they have a complaint and seek resolution of the complaint by informal means; however, their right to address the Governing Board is not dependent upon their doing so.

The employee against whom a complaint is made by a member of the public under this policy shall be entitled to the following: (1) Written Notice from an authorized representative of the Governing Board that the complaint has been made against him or her; and, (2) The date the complaint was made and a verbatim transcript of the complaint as presented to the Board; and, (3) The right to respond both orally and in writing to the complaint within a reasonable time thereafter, to the Board; and, (4) All rights provided by established grievance procedures for the employee's job classification, e.g., faculty, classified, administrative." (California Government Code S54954.3) EC 72121.5; GC 54954.3; GB 11-9-93, GB 8-26-97, GB 10-14-97

26
Administrative Hiring
Establishing the Position

A. New administrator positions are identified annually by the division administrators or the Superintendent/President and submitted through an established procedure to the Staff Priorities Committee. The Superintendent/President will attempt to reach a mutually satisfactory agreement with the affected departments, division, the Faculty Senate, and the Administrative Association Council when the development of new administrative positions results in reorganization of instructional departments. In the case of the conversion of a faculty position into an administrative position, the conversion will be presented to the Faculty Senate and to the Administrative Association Council by the Superintendent/President before it is submitted to the Staff Priorities Committee. The Superintendent/President is responsible for the implementation and maintenance of an effective administrative structure.

B. The Staff Priorities Committee reviews and evaluates all new position requests to develop a priority list of positions to be funded.
Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new administrative position. Please write a narrative addressing these criteria as well as any other factors that are believed to be relevant in substantiating the need for a new administrative position. These criteria will be used as guides for the Staff Priorities Committee in recommending the order of establishing positions across the College as a whole.

It is expected that the request to establish a new administrative position will initiate with the senior or executive administrator responsible for the new position who will also prepare the rationale in support of new positions. The appropriate vice president will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.

These are the criteria which should be addressed in each proposal:

- number of staff supervised/increase in number of staff supervised
- failure to function from lack of supervision
- complexity of operation (including multiple site requirements)
- accreditation requirements
- compliance with state and federal laws/regulatory standards
- backlog of work among existing administrators
- program growth or demand (e.g. student, employees, classes offered)
- increase in number of projects/programs/activities
- District goals and objectives
- technological or other changes requiring the employment of staff with special skills
- position's inclusion in the five-year plan
- introduction of new programs
- any other relevant factors specific to the department's needs not included above

These criteria are not in priority order and all need not be addressed.

C. The Staff Priorities Committee forwards its recommendations to the Superintendent/President and the Budget Development Committee.

D. After the Budget Development Committee identifies the available funds for new positions, the Superintendent/President submits a list of new position recommendations to the Governing Board for approval.

E. Replacement positions require the approval of the Superintendent/President.

The Position Announcement

A. The position announcement is developed through a collaborative process involving the appropriate administrators and Human Resource Services.

B. Human Resource Services provides technical assistance including the identification of recruitment areas, appropriate advertising media, and verification of compliance with Affirmative Action requirements.

C. The position announcement must include the following:

    1. a description of the position duties and responsibilities;
    2. minimum qualifications as determined by the appropriate administrator in accordance with Education Code Section 87356;
    3. preferred qualifications (when listed) that are job related, consistent with business necessity and which do not adversely impact members of historically under-represented groups;
    4. a provision for presentation of qualifications that are equivalent to the minimum qualifications;
    5. a statement regarding required participation in shared governance;
    6. legal qualifiers established by Human Resource Services to comply with federal, state, and District regulations.

D. The position announcement must be approved by the Division Dean, the appropriate Vice President, the Superintendent/President for certain positions, and the Vice President for Human Resource Services and Affirmative Action.

The Selection Committee

Membership/Composition

A. Selection Committees for Executive Administrative positions are established and convened by the Superintendent/ President and shall have representation from the faculty, classified staff, administration, and students as noted. The Faculty Senate, the CCE/AFT, the Administrative Association, and the ASG shall make the appointments of their members to the selection committee upon the request of the Superintendent/President or designee.

    1. Assistant Superintendent/Vice President for Instruction: The Selection Committee shall have at least one faculty member from each instructional division, the Library/Media Center/ETV, and Student Services; one member from the Administrative Association; two classified employees from the bargaining unit represented by the CCE/AFT to include one from Instruction and one at-large representative; two Instructional Deans appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/President.
    2. Assistant Superintendent/Vice President for Student Services: The Selection Committee shall have four faculty members to include two from Student Services and two at-large; one member from the Administrative Association; four classified employees from the bargaining unit represented by the CCE/AFT to include three from Student Services and one at-large; one Student Services Dean and one Student Services Director appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/President.
    3. Assistant Superintendent/Vice President for Finance and Administrative Services: The Selection Committee shall have four faculty members to include three instructional faculty members and one Student Services faculty member; one representative from Student Services appointed by the Assistant Superintendent/Vice President for Student Services; one representative from Instruction appointed by the Assistant Superintendent/Vice President for Instruction; two Administrative Services directors appointed by the Superintendent/President; one member from the Administrative Association; four classified employees from the bargaining unit represented by the CCE/AFT to include three from Administrative Services and one at-large; and two students. Additional members of the committee may be appointed by the Superintendent/ President.
    4. Assistant Superintendent/Vice President for Human Resources and Affirmative Action: The Selection committee shall have five faculty members; one Instructional Dean appointed by the Assistant Superintendent/Vice President for Instruction; one Student Services Dean appointed by the Assistant Superintendent/Vice President for Student Services; one Administrative Services Director appointed by the Assistant Superintendent/Vice President for Finance and Administrative Services; one representative from the Administrative Association; four

representatives from the employees in the bargaining unit represented by the CCE/AFT; one representative from Human Resource Services appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/ President.

B. Selection Committees for Senior Administrative positions will be established by the appropriate Vice President in consultation with the Superintendent/President and the Vice President for Human Resources and Affirmative Action. Senior administrative positions which have a broad impact on faculty and the instructional programs have appropriate representation of the faculty most likely to be affected by the administrator. The Faculty Senate President shall be consulted to determine the appropriate faculty representation for Instructional positions. All faculty representatives will be appointed by the Faculty Senate.

C. Selection Committees for Academic and Classified Administrators as well as for Supervisors and Confidential positions will be established by the appropriate Senior or Executive Administrator in consultation with the Vice President for Human Resources and Affirmative Action.

D. Selection Committees for interim appointments for Senior and Executive administrative positions shall have the same composition of membership as noted above.

Selection Committees for interim appointments for Academic and Classified Administrators, Supervisors, and Confidential positions shall be formed by the Senior or Executive Administrator in consultation with the Vice President for Human Resources and Affirmative Action.

Affirmative Action and Diversity

An eligible Affirmative Action representative from outside the division or department will be appointed as a non-voting member of the Selection Committee by Human Resource Services.

The Selection Committee should be balanced in its diversity and, to this end, will seek representation from historically under-represented groups whenever possible. Historically under-represented groups include ethnic minorities, women, and persons with disabilities.

The Selection Committee Chair

A. For Executive and Senior Administrative positions in Instruction, co-chairs will be appointed from the committee membership: one by the Superintendent/President or the appropriate Vice President; and one by the Faculty Senate. For other Executive and Senior Administrative positions, the chair will be appointed by the Superintendent/President from the committee membership. The committee may decide whether or not to elect a co-chair.

B. For Academic and Classified Administrator positions the chair will be appointed by the appropriate senior administrator or vice president. The committee may decide whether to or not elect a co-chair.

C. The chair or co-chairs will be voting members of the committee.

Convening the Committee

The Vice President for Human Resources and Affirmative Action will convene the first meeting of the Selection Committee. The Affirmative Action representative and the appropriate senior or executive administrator will attend the first meeting of the Selection Committee. The following training and information will be provided:

A. the philosophy and commitment of the District to staff diversity and meeting the goals of the District Affirmative Action Plan;
B. the roles and responsibilities of all members of the Selection Committee including the Affirmative Action representative;
C. the selection process;
D. the interview procedures and techniques, including guidelines on appropriate follow-up questions and reference checks;
E. cultural diversity in the interview process;
F. the confidentiality of the selection process.

Responsibilities

A. The voting members of the Selection Committee identify selection criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Screening criteria will include an evaluation of the extent to which applicants have and demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college community.

B. The voting members of the Selection Committee develop job-related interview questions designed to distinguish candidates who will best meet the needs of the District in the position.

C. The voting members of the Selection Committee screen all complete applications that meet the stated minimum qualifications to select candidates for interview.

D. The voting members of the selection Committee interview candidates selected for interview using pre-approved questions. Follow-up questions may be used if they are based directly on a candidate's response to a question, if they do not seek information outside of the scope of the established hiring criteria, and if they are not in violation of Affirmative Action guidelines.

E. The voting members of the Selection Committee recommend an unranked list of finalists for consideration. All of the finalists recommended must be fully acceptable to the Committee since only a finalist recommended by the Selection Committee will be hired.

F. Each member of the Selection Committee, its representatives, and the Affirmative Action Representative is responsible for maintaining the confidentiality of the interview as well as evaluative comments made during the interview process. Such information may be shared only with the members of the Selection Committee and the administrators involved.

Recruitment Procedures for Administrative Positions:

1. Vacancies are advertised for a minimum of four weeks.
2. In addition to regular mailed announcements to colleges, universities, organizations committed to referring applicants of under-represented groups and local advertising, positions are advertised in professional publications recommended by the Selection Committee and/or the appropriate Senior or Executive Administrator. Every effort, including the utilization of the Chancellor's Office Diversity Registry, is made to recruit qualified ethnic minority and female applicants and applicants with disabilities.
3. Interim appointments shall be advertised on campus for a minimum of one week.

Applications/Screening

A. Human Resource Services accepts applications and supplemental materials until 4:30 p.m. on the closing date.

B. Human Resource Services verifies the diversity of the applicant pool and may 1) extend the search or 2) modify or remove the preferred qualifications to include applicants who were initially screened out because they failed to meet locally established "desirable or preferred" qualifications beyond minimum qualifications in order to increase the diversity of the pool after consultation with the Selection Committee and the appropriate administrator.

C. Screening criteria and interview questions must be approved by Human Resource Services before Selection Committee members have access to applications. Screening criteria help members to review objectively each application for the position. The screening criteria must be listed on the selection criteria report, along with the point value assigned to each criterion and the method of evaluation. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement.

D. The voting members of the Selection Committee complete screening forms for each applicant.

E. Upon determination of applicants to be interviewed, the chair or co-chair returns all applications and screening forms to Human Resource Services.

F. Human Resource Services reviews the diversity of the pool nominated for interview and may recommend that additional candidates be interviewed or further recruitment be initiated in order to meet the diversity goals of the District.

Interviews

A. Interviews are scheduled by Human Resource Services upon notification by the Selection Committee of dates and times when all members of the committee including the Affirmative Action representative can be in attendance.

B. The Human Resource Services office provides copies of the applications and interview screening forms to the Selection Committee with an interview schedule.

C. All members of the Selection Committee must be present for all interviews and subsequent discussions. The Affirmative Action Representative appointed by the Human Resource Services office must be present for all interviews and for the Committee discussion to evaluate and select finalists. If the Affirmative Action Representative misses an interview, a substitute Affirmative Action Representative will be appointed by the Human Resource Services Office. If a voting member of the committee misses an interview, the committee member is removed from the Selection Committee.

D. After interviews are completed, the voting members of the Selection Committee discuss and evaluate the qualifications of the interviewed candidates including whether the candidates will contribute to staff diversity at Palomar College.

E. The Selection Committee completes the Affirmative Action Activity Report and forwards the application materials of the unranked finalists to the appropriate senior or executive administrator. All finalists must be acceptable to the Selection Committee. The Chair of the Selection Committee notifies the Vice President for Human Resources and Affirmative Action of the names of the finalists forwarded to the appropriate senior or executive administrator and returns the screening and interview forms to the Human Resource Services Office.

F. If the Selection Committee is not satisfied with the interviewed candidates, the Committee Chair or Co-Chairs may request to review the applicant pool to ensure that qualified applicants have not been overlooked or recommend that the position be reopened.

G. The voting members of the Selection Committee will conduct reference checks in accordance with the policies and principles of equal opportunity and affirmative action. The voting members of the Committee will determine the questions to be asked in advance and reference checks will be conducted in the format provided by Human Resource Services. Reference information must be held in strict confidence within the committee.

Final Selection

A If the senior or executive administrator or the Superintendent/President is concerned with the diversity of the finalist pool or the number of finalists, the concerned party or designee will meet with the Selection Committee to discuss the concern. The concerned party and the Selection Committee will review the applicant and/or interview pool to ensure that qualified applicants have not been overlooked. As a result of this review, the Selection Committee and the concerned party may decide to continue with the interview process with or without additional finalists. Otherwise, the position will be reopened.

B. The Selection Committee may appoint one voting member to attend the final administrative interviews as an observer. The Committee member must attend all of the finalists' interviews and, except for reports to the Committee, is responsible for the confidentiality of the interview.

C. The Superintendent/President interviews the finalists for all senior and executive administrative positions recommended by the Selection Committee. It is at the discretion of the Superintendent/President to include other Palomar employees in the final interview or to arrange additional interviews or meetings with appropriate campus constituencies (the Vice Presidents, the Deans, the Faculty, the Administrative Association, Classified staff, ASG, etc.). An affirmative action representative will be appointed by Human Resources to attend second level interviews. Whenever possible, it shall be the same representative who served with the Selection Committee.

D. Site Visits

1. Executive Administrative positions: The Superintendent/ President may visit the local campus of each finalist for the position. The Superintendent/President will decide whether or not additional Palomar representatives will participate in the site visits.
2. Senior Administrative positions: The Superintendent/President and/or the appropriate Vice President may visit the local campus of each finalist for the position. The Superintendent/President will decide whether or not additional Palomar representatives will participate in site visits.

E. The appropriate Dean, Vice President, or the Superintendent/President will meet with the Selection Committee to discuss the final selection. Any ranking of the finalists may be discussed at this time. The appropriate Dean, Vice President, or the Superintendent/President will make the final selection for recommendation to the Governing Board. If none of the finalists is selected for hire, the Selection Committee and the appropriate administrator will:

1. review information regarding the recommended finalists and/or the nature of the position; and/or
2. review the interview pool to ensure that other potential finalists have not been overlooked; and/or
3. recommend that the search be reopened.

F. The Committee will forward the Affirmative Action Activity Report to the Human Resource Services office for approval of the process before an offer of employment is made to the selected applicant.

G. The Superintendent/President or designee extends the offer of employment to the selected finalist. Human Resource Services coordinates all necessary intake and orientation procedures.

H. All offers of employment are subject to approval by the Governing Board. rev. PAC 2/3/98, 5/19/98

PERSONNEL

GENERAL

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Staff Diversity/Affirmative Action (89-13529)

It is the policy of the Palomar Community College District to offer equal opportunity for all persons in all facets of the District's operations. Equal opportunity is offered to all employees and applicants for employment without regard to such matters as race, sex, color, age, religion, ancestry, creed, national origin, political belief, marital status, sexual orientation, medical condition, physical disability, or Vietnam-era veteran status. The District affirms its commitment to nondiscrimination in recruitment, screening, testing, selection, hiring, compensation, employment benefits, promotion, educational opportunities, access to programs, work assignments, application of discipline, layoffs, recalls, access to grievance procedures, terminations, and any and all other conditions of employment which are provided by District policy, regulation, rule, or practice.

It is the ongoing responsibility of the Governing Board, Superintendent/President, assistant superintendents/vice presidents, deans, directors, chairpersons, search committees and others involved in employment decisions to comply with this policy. The Vice President of Human Resources and Affirmative Action is responsible for administering and coordinating the District's Equal Employment Opportunity and Staff Diversity/Affirmative Action programs. However, Palomar College recognizes that affirmative action is a shared responsibility and holds all employees accountable for application and enforcement of the policy within their area of authority.

Palomar College recognizes and appreciates the benefits of a diverse campus community and values the individual distinctions of its staff and students. In support of its goal to encourage students to examine their own and other heritages through multicultural and interdisciplinary programs, Palomar College seeks to provide positive role models for all students and recognizes that diversity in the academic and vocational environment fosters cultural awareness, mutual understanding and respect, harmony, and creativity.
GB 3-22-88, Rev. GB 12-12-89

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Sexual Harassment

Definition

Sexual harassment of employees and students at Palomar College is defined as any unwelcome sexual advances, requests for sexual favors, or other visual, written, verbal, or physical conduct of a sexual nature when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
B. Submission to or rejection of such conduct is used as the basis of employment or academic decisions affecting the individual.
C. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
D. Submission to or rejection of such conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Palomar College.

Examples of Harassing Behavior Include:

A. VERBAL HARASSMENT: Making or using derogatory comments, epithets, slurs, and jokes of a sexual nature; inappropriate sex-oriented comments on appearance, including dress or physical features; comments about a person's sexuality or sexual experience. This also includes written harassment such as suggestive or obscene letters, notes, or invitations.
B. VISUAL HARASSMENT: Leering, making sexual gestures, inappropriately displaying sexually suggestive objects, posters, cartoons, or pictures.
C. PHYSICAL HARASSMENT: Touching, pinching, grabbing, patting, poking, or brushing against another person's body; kissing, hugging; impeding or blocking movement; assault.
D. SEXUAL FAVORS: Offering employment or academic benefits in exchange for sexual favors; making or threatening reprisals after a negative response to sexual advances.

Responsibility:

A. Under the Equal Employment Opportunity Commission guidelines, the District is responsible for acts of sexual harassment when it knows or should have known of the conduct. All District employees and students, therefore, have the responsibility to keep the college administration informed, through the most confidential and direct means possible, of all alleged acts and/or complaints of sexual harassment. This includes reporting any conduct on the part of non-employees or students, such as sales representatives or service vendors, who sexually harass any employee or student of the District.
B. It is the responsibility of senior and executive administrators, department chairs, directors, managers, and supervisors to ensure a working and learning environment free of sexual harassment and intimidation.

C. The Vice President of Human Resources and Affirmative Action is responsible for administering this policy. All questions, concerns, and complaints regarding sexual harassment should be addressed to the Vice President of Human Resources and Affirmative Action.

D. No employee or student shall take any action to discourage a victim of harassment from reporting such an instance.

Dissemination of Policy

This policy shall be disseminated as follows:
Sexual Harassment information is provided to employees and students each year through orientation and registration. This policy is included in employee and student handbooks and will be posted as required by law.

Complaint Procedure:

A. Any allegation of sexual harassment will be investigated immediately and thoroughly.

B. Upon notice of conduct which allegedly constitutes sexual harassment under the definition set forth herein the Vice President of Human Resources and Affirmative Action shall take immediate and appropriate corrective action in accordance with the affirmative action complaint procedures. Due to the sensitive nature of an allegation of sexual harassment, every effort will be made at this stage to resolve the situation on an informal basis and to protect the anonymity of the employees and/or students involved.

C. If, after the appropriate steps are undertaken to resolve the complaint, the sexual harassment persists or either party is dissatisfied with the informal resolution, the affected employee or student may file a formal complaint in accordance with the District's affirmative action complaint procedure. The complaint will be conducted with a view toward obtaining a fair resolution while protecting the confidentiality and privacy rights of all individuals involved.

D. Any employee or student who is found to have engaged in the sexual harassment of another employee or student will be subject to disciplinary action, which may include but is not limited to written reprimand/warning, demotion, transfer, required professional counseling, suspension, dismissal from school, and/or termination of employment.

E. In defining the conduct which constitutes sexual harassment, federal and state guidelines address unwelcome conduct and clearly distinguish sexual harassment from actions or incidents which are purely personal, social relationships without discriminating employment or academic effects. In determining whether conduct constitutes sexual harassment, the District will examine the record as a whole. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.
Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students and employees there is always an element of power. It is incumbent on those with authority not to abuse nor to seem to abuse the power with which they are entrusted. Consenting romantic and sexual relationships between faculty and student or between supervisor and employee, while not expressly forbidden, are generally deemed unwise.

F. Any employee or student who feels that s/he is being subjected to conduct which allegedly constitutes sexual harassment should keep a detailed documentary record of the offending conduct (e.g., date(s) of incident(s), what was said or done, names of witnesses to the incident(s), etc.).

G. Bad faith allegations or use of this policy for purposes unrelated to its clear intent are expressly prohibited.

Training

The District will provide appropriate training on sexual harassment to sensitize employees and students to conduct which may be construed as sexual harassment. The training will be provided to all employees and students, with supervisory personnel and faculty being especially encouraged to attend.

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Sexual Assault

The Sexual Assault Task Force will report and make recommendations to the District Safety and Security Committee.

Definition of Terms

Sexual Assault is any kind of sexual activity which is forced upon a person against her or his will. This includes rape, forced sodomy, forced oral copulation, sexual battery, and forced insertion of a foreign object into the vagina or anus.

Sexual Battery is forced touching of an intimate part (genitals, breasts, buttocks) of another person for the purpose of sexual arousal, gratification, or abuse. (California Penal Code 243.4)

Rape: The California Penal Code, Chapter 1, Title 9, Part 1 states that sexual intercourse under the following circumstances constitutes rape:

A. when the rapist knows that the victim cannot give legal consent because of a developmental or physical disability or mental disorder;
B. when the sexual intercourse is forced by means of violence or threat of bodily injury;
C. when the victim is given alcohol or other drugs that prevent the victim from resisting;
D. when the rapist knows the victim is unconscious during the act of sexual intercourse;
E. when the victim erroneously believes that the rapist is his/her spouse;
F. when the victim is threatened with retaliation.

Campus Patrol Supervisor

All victims of sexual assault and other campus crime are urged to contact the Campus Patrol Supervisor for assistance. The Campus Patrol Supervisor will assist victims in contacting the Sheriff's Department upon whom the District relies for investigation of crimes. Campus Patrol will keep anonymous records of each report for statistical purposes.

In cases of sexual assault, victims are urged to contact the Campus Patrol Supervisor and to allow the Campus Patrol Supervisor to contact the Sheriff's Department and Student Health Services. The Sheriff's Department has trained individuals assigned to assist victims of sexual assault and to arrange appropriate transportation for medical attention if necessary. The Campus Patrol Supervisor will notify the Director of Health Services of all sexual assaults.

The Campus Patrol Supervisor provides information in conjunction with the Sheriff's Department about how to pursue criminal prosecution and civil action against the perpetrator. The victim is advised by the Director of Student Activities or the Vice President of Human Resources and Affirmative Action of the process to initiate a disciplinary action and to obtain academic and personal counseling assistance. The victim may choose to pursue civil or criminal action through the Sheriff's Department and/or disciplinary action through the College.

When the Campus Patrol office is closed, victims should notify the Sheriff's Department directly by calling 911.

Anyone who has knowledge of a sexual assault or other crime committed on campus should contact the Campus Patrol office as soon as possible.

In addition to or in lieu of contacting the Campus Patrol Supervisor, victims may contact Health Services, Counseling, or Human Resource Services for assistance.

Health Services

Health Services will provide immediate medical attention and referral services; provide the victim with information on sexual assault; notify a parent, spouse, and/or friend, if appropriate; arrange for immediate campus and community counseling services and long-term counseling support; coordinate crisis support with Sheriff's Department personnel.

The Campus Patrol Supervisor and/or the Director of Student Health will notify the Director of Student Activities and/or the Vice President of Human Resources and Affirmative Action when appropriate.

Director of Student Activities

The Director of Student Activities will notify the Vice President of Student Services and the President; respond to the victim's request for academic support and counseling; provide information about campus and community support groups for victims; initiate disciplinary action when appropriate; inform the victim of any and all developments in, and the outcome of, any student disciplinary proceedings instituted by the College in connection with the assault.

Vice President of Human Resources and Affirmative Action

The Vice President of Human Resources and Affirmative Action will notify the President and the appropriate administrator(s); respond to the victim's requests for support and counseling; initiate disciplinary action, when appropriate, against the suspect; inform the victim of any and all developments in, and the outcome of, any disciplinary proceeding instituted by the College in connection with the assault; administer the policy on sexual assault.

Confidentiality

Victims of sexual assault are assured of strict confidentiality when contacting a Palomar College office for assistance. Requests for assistance, counseling, or information will not result in a formal complaint unless the victim is willing to file such a complaint. Responses to inquiries from the press, concerned students, or members of the community will be made only when such confidentiality can be guaranteed. The District's Public Information Office will be notified of incidents on a need-to-know basis as determined by the Campus Patrol Supervisor in consultation with the Superintendent/President or designee. The College's primary concern is for the safety and health of the victim and providing appropriate referrals for counseling and medical services.

The disciplinary process shall respect the rights of the victim as well as the accused in determining whether the hearing shall be open or closed; in allowing the victim to have another person accompany her/him throughout the disciplinary hearing; the right to be present throughout the disciplinary hearing; the right not to have his or her past sexual history introduced as part of the testimony.

Disciplinary Action

The victim will receive information about how to pursue criminal prosecution, civil prosecution, and the disciplinary process, as well as academic and personal counseling assistance. Based on that information, the victim may choose to pursue civil or criminal action through the Sheriff's Department and/or disciplinary action through the College. The District will take disciplinary action against any member of the campus community (student, staff, faculty) who commits sexual assault. Students shall be disciplined in accordance with the Rules and Regulations for Student Behavior. Employees of the District will be disciplined through the disciplinary procedure established for their employee group.

Implementation/Administration

Preventing sexual assault and controlling campus crime requires the participation and cooperation of the entire campus community. Campus Patrol cannot successfully prevent crime unless attacks and other incidents are reported. All members of the campus community are encouraged to alert Campus Patrol of suspicious activity, potential dangers, or perceived "opportunities" for crime, including sexual assault, to occur. However, Campus Patrol respects the victim's right to privacy and cannot pursue a criminal action without the full consent of the victim.

Each member of the campus community is responsible for reporting incidents of sexual assault. A faculty, staff member, or student who is aware of a sexual assault on campus or at a facility maintained by the District, should inform the Campus Patrol Supervisor as soon as possible. It is not required to report the name of the victim.

Advisory Task Force

To maintain a campus safe from the threat of sexual assault and to assist in the prevention of sexual assault crimes on campus, a Sexual Assault Advisory Task Force will meet at least once a year to:

A. review the Sexual Assault policy and procedures;
B. review and promote education and training efforts such as self-defense classes, awareness weeks, information brochures used in the effort to create a rape-free campus environment; and
C. make recommendations to improve the sexual assault prevention program.

Members of the advisory task force will include the following:

Supervisor, Campus Patrol
Director, Health Services
Vice President, Student Services
Chair, Counseling or designee
Vice President, Human Resources and Affirmative Action
Student Representative

The Sexual Assault Task Force will report to and make recommendations to the District Safety and Security Committee.

Definition of Terms

Sexual Assault is any kind of sexual activity which is forced upon a person against her or his will. This includes rape, forced sodomy, forced oral copulation, sexual battery, and forced insertion of a foreign object into the vagina or anus.

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B. when the sexual intercourse is forced by means of violence or threat of bodily injury;
C. when the victim is given alcohol or other drugs that prevent the victim from resisting;
D. when the rapist knows the victim is unconscious during the act of sexual intercourse;
E. when the victim erroneously believes that the rapist is his/her spouse;
F. when the victim is threatened with retaliation.

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AIDS

Palomar College will continue to review legislation information and medical research on AIDS.

Staff or students infected with the HIV virus or individuals concerned about possible risk of HIV infection may inform campus health authorities in order for the College to assist in obtaining proper medical advice and guidance. All information and consultations, as with all other medical information, will be handled in a strictly confidential manner in accordance with existing procedures and requirements in effect at Palomar College.

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Drugs and Alcohol

Education

The District will provide a Drug Education and Awareness program for all students and employees that will include the following:

A. Annual distribution of accurate, current information on the health risks and symptoms of alcohol and other drug use as well as legal sanctions proscribing substance use and abuse under local, state, and federal law for the unlawful possession or distribution of illicit drugs or alcohol.
B. Training programs to enable employees and students to detect problems of alcohol abuse and other drug use and to refer persons with these problems to appropriate assistance programs.
C. Inclusion of drug and alcohol information (including information on the misuse and abuse of over-the-counter drugs) in both student- and staff-orientation programs.
D. Training for faculty on ways to incorporate alcohol and other drug education into the curriculum whenever appropriate.
E. Developing and training a group of students and employees to serve as referral teams to help other students and employees who seek assistance with drug- and alcohol-related problems.
F. Providing information on drug and alcohol counseling, treatment, or rehabilitation programs that are available to employees and students.
G. Educating employees and students in preventing alcohol abuse and other drug use and in the safe use of legal drugs.
H. Providing facilities and opportunities for peer support groups to meet.

Referral and Assistance

The District will implement a program to assist employees and students who are alcohol or drug-dependent or who are experiencing problems associated with drug and/or alcohol dependency.

A. Designated employees and students who normally interact with large numbers of employees and students will be identified throughout the District to be trained in referral skills and response to emergency situations. The names and phone numbers of the Referral Team members will be well publicized so that students and employees will know who to contact when they have questions or concerns about alcohol and drug use, misuse, and abuse. Referral Team members will treat all such inquiries and concerns with the highest level of confidentiality and refer the employee or student to the appropriate assistance program. Referral Team contact is voluntary, and neither employment nor academic status will be jeopardized by seeking assistance. Employees and students, other than those designated, may volunteer to be trained as members of the Referral Team or as support for other employees and students who are experiencing drug- and alcohol-related problems. The District will provide periodic training updates for these employees and students who are members of Referral Teams.

B. Any person who suspects that an individual may have a drug- or alcohol-related problem may contact a member of the Referral Team for advice. All such contacts are confidential and the name of the individual with the suspected problem need not be revealed. The purpose of the contact is to obtain advice on how to encourage or support the affected individual in seeking help.

C. The District will offer training and written information to all employees and students on how to contact and effectively use the services of the Referral Team. Training and information will also be provided to employees and students on effective and constructive ways to deal with friends and co-workers/students who may be experiencing drug- or alcohol-related problems.

Action
Although the District will treat violations of the Drug and Alcohol policy as serious matters that may result in disciplinary actions up to and including expulsion or termination, its first concern is for the health and safety of employees and students. The District is committed to creating an environment that promotes and reinforces healthy, responsible living, respect for community and District standards, individual responsibility, and the intellectual, social, emotional, ethical, and physical well being of employees and students. While unsatisfactory work performance or inappropriate student behavior will not be tolerated, the District will encourage and assist an employee or student with an alcohol- or drug-dependency or related problem to seek and obtain the appropriate treatment to deal with the dependency.

Employee Program
The District Policy is focused on rehabilitation and recovery, not on discipline. Therefore, the District will encourage and assist employees who participate in efforts to deal effectively with dependency problems and will provide reasonable accommodation for such participation. (Such assistance/accommodation will normally be limited to granting appropriate leave when requested, continuation of medical benefits while on such leave, flexible work schedules to allow attendance at required meetings, etc.) Direct financial support or payment for rehabilitation treatment is not included. An employee who is alcohol or drug dependent will be permitted to participate in outpatient treatment/rehabilitation and inpatient treatment/rehabilitation before any final action is taken as a result of violations of the prohibitions in the District policy on Drugs and Alcohol. However, to protect the District from potential liability, the District may alter the duties and responsibilities of an employee participating in a treatment/rehabilitation program and/or may reassign the employee during that period of time.

Employee Rights and Responsibilities
In accordance with the Drug-Free Workplace Act of 1988, an employee must notify the Superintendent/President or the Vice President of Human Resources and Affirmative Action in writing within five (5) days of any conviction under a criminal drug statute for conduct in the workplace. An employee also must notify the Superintendent/President or the Vice President of Human Resources and Affirmative Action in writing within five (5) days of any conviction of driving under the influence of alcohol or under the influence of illegal drugs occurring in any workplace or while the employee is acting within the scope of employment. The terms "workplace" and "scope of employment" have the same meaning as described in District Policy. A conviction includes any finding of guilt, including a no-contest plea, or imposition of a sentence by any judicial body. An employee convicted of driving under the influence of illegal drugs, a controlled substance, or alcohol when driving a District vehicle while acting within the scope of employment is subject to immediate termination.

When an employee through self-identification or intervention of a co-worker or supervisor seeks assistance for an alcohol or drug related problem, the District will provide access and referral through appropriate employee assistance programs that offer counseling, assistance, and treatment.

When an employee experiences performance problems or violates District Policy related to an alcohol or drug-related problem, the District will comply with the appropriate discipline policy and in accordance with District Policy will permit the employee to participate in outpatient treatment and inpatient treatment before any final disciplinary action is taken or the employee is dismissed.

District Rights and Responsibilities
The District has the right, upon reasonable suspicion, to ask an employee whether he or she has a drug- or alcohol- related problem and to request that the employee seek assistance in dealing with that problem. Reasonable suspicion includes, but is not limited to, the employee appearing to be under the influence of alcohol or drugs, the employee being found in possession of alcohol or suspected controlled substances, the employee being involved in an accident whose nature indicates impairment of ability or judgment, or the employee being involved in an incident in which a safety precaution was violated or a careless act was performed. If an employee denies that such a problem exists and/or refuses to seek assistance, then the employee must provide reasonable explanation for the performance or behavior problem that prompted the District to suspect that the employee may have a drug- or alcohol-related problem. The District may then proceed with the appropriate disciplinary policy that applies to the employee. However, in case of blatant violations of safety rules, drinking alcoholic beverages on the job, and other overt violations of the Policy on Drugs and Alcohol or when the employee has repeated violations after having had the opportunity to participate in rehabilitation/treatment, the

District has the right to begin the disciplinary process whether or not the employee agrees to seek assistance/treatment.

Student Program
Students at Palomar College are responsible for regulating their own conduct and for respecting the rights and privileges of others. Palomar students are expected to conduct themselves in a manner compatible with the function of the College as an educational institution and respect and obey all civil and criminal laws. Failure to abide by the Rules and Regulations for Student Behavior of Palomar College is cause for disciplinary action which could result in suspension or expulsion.

Guidelines for student conduct are set forth in the California Education Code, California Administrative Code Title 5, policies of the Board of Trustees, and all civil and criminal codes.

Student Rights and Responsibilities
The academic status of a student seeking assistance will not be jeopardized based on the act of seeking assistance. However, seeking assistance cannot be used to change or excuse the academic record of the student. Such decisions will continue to be based on the student's performance in the class and changes will be made only with the approval of the instructor. Details of communication between students and Referral Team members will not be disclosed without the written consent of the student. If a student rejects a suggestion to seek assistance, it is the student's responsibility to correct the problem and/or comply with any disciplinary action imposed as a result of the problem or behavior.

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CONTROLLED SUBSTANCE AND ALCOHOL TESTING

SECTION I. RESPONSIBILITIES

A. **District Controlled Substance and Alcohol Program Coordinator:** The Vice President Human Resources and Affirmative Action is the individual responsible for questions related to the Controlled Substance and Alcohol Policy and Procedures or implementation of the Policy and Procedures.

B. **Supervisors:** Supervisors are responsible for observing the performance and behavior of drivers and observation/documentation of events suggestive of behavior that is prohibited by this part (i.e., controlled substances use and/or alcohol misuse). It is the Supervisor's responsibility to determine when testing for controlled substances and/or alcohol is necessary based on reasonable cause.

C. **Drivers**: Each driver has the responsibility to be knowledgeable of the requirements of the District's Controlled Substance and Alcohol Policy and to fully comply with the provisions of the policy and its procedures.

SECTION II. DEFINITIONS

The following definitions apply for the purposes of the Controlled Substance and Alcohol Policy and Procedures:
Accident - (390.5) an occurrence involving a commercial motor vehicle operating on a public road which results in:

1. A fatality; or
2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
3. One or more vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Commercial Driver's License (CDL) - a license issued by the State or other jurisdiction, in accordance with the standards contained in the Federal Highway Administration (FHWA) regulations 49 CFR Part 383, to an individual which authorizes the individual to operate a class of commercial motor vehicle.

Commercial Motor Vehicle (CMV) - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. has a gross vehicle weight rating of 26,001 or more pounds; or is designed to transport 16 or more passengers, including the driver; or is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

Consortium - an entity, including a group or association of employers or contractors, that provides controlled substance and alcohol testing required by the FHWA regulations, and acts on behalf of the employers.

Controlled Substance (or Prohibited Drug) - marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.

Driver - any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regularly-employed drivers; casual, intermittent, or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment/pre-duty testing only, the term "driver" includes a person applying to an employer to drive a commercial motor vehicle.

Fail a Controlled Substance Test (or "Test Positive") - the initial test or confirmation test result under Department of Transportation (DOT) procedures shows positive evidence of the presence of a prohibited drug in the driver's or applicant's system.

Fail an Alcohol Test (or Test Positive) - the initial test or confirmation test result under DOT procedures shows that the driver's alcohol level is at least .020.

Pass a Controlled Substance Test (or "Test Negative") - the initial test or confirmation test under DOT procedures does not show evidence of the presence of a prohibited drug in the driver's or applicant's system.

Pass an Alcohol Test (or Test Negative) - the initial test or confirmation test under DOT procedures indicates the driver's alcohol level is .019 or lower.

Performing (a safety-sensitive function) - a driver is considered to be performing a safety-sensitive function during any period in which s/he is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Refusal to Submit (to an alcohol or controlled substance test) - the driver (1) fails to provide adequate breath for testing without a valid medical explanation after s/he has received notice of the requirement for breath testing in accordance with these regulations, and/or (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after s/he has received notice of the requirement for urine testing in accordance with these regulations, and/or (3) engages in conduct that clearly obstructs the testing process.

Safety-Sensitive Function (or "Covered Function") - any of those on-duty functions as described in 49 CFR Part 395.2 *On-duty time*. On-duty time commences at the time a driver begins to work or is required to be in readiness for work and continues until the time s/he is relieved from work and all the responsibility for performing work.

SAMHSA - Substance Abuse and Mental Health Services Administration (formerly the National Institute on Drug Abuse), established by the Department of Health and Human Services (DHHS) in 1986 to regulate laboratories performing analytical tests (drug tests) on human body fluids for employment purposes in the public sector.

Substance Abuse Professional - a licensed physician (medical doctor or doctor of osteopathy), or a licensed psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled-substance related disorders.

SECTION III. WHO IS COVERED BY THE CONTROLLED SUBSTANCE AND ALCOHOL POLICY AND PROCEDURES

The Controlled Substance and Alcohol Policy and Procedures apply to every person who operates a commercial vehicle in interstate or intrastate commerce, and is subject to the commercial driver's license requirements. (Commercial Motor Vehicle and Commercial Driver's License definitions are located in Section II, above.)

SECTION IV. NOTIFICATION TO THE DRIVER

Prior to performing a controlled substances or alcohol test under the Controlled Substance and Alcohol Policy:

A. the District must notify the driver(s) that the alcohol and/or controlled substances test is required;

B. the District shall post the Policy in a prominent location that is readily accessible to all covered drivers;

C. all covered drivers will be provided with a complete copy of the Controlled Substance and Alcohol Policy and Procedures; and

D. each driver will be required to sign a certificate of receipt certifying that s/he has received a copy of the Controlled Substance and Alcohol Policy and Procedures.

Additional copies of the Controlled Substance and Alcohol Policy and Procedures may be obtained for review from the District Controlled Substance and Alcohol Program Coordinator.

SECTION V. TESTING PROCEDURES

A. **Specimen Collection Requirements for Controlled Substance and Alcohol Testing**

1. All specimen collections for controlled substances and alcohol shall be performed according to the specific guidelines as designated in 49 CFR, Part 40, *Procedures for Transportation Workplace Drug and Alcohol Testing Programs*. A urine specimen will be collected to test for controlled substances and a breath sample will be collected to test for alcohol.
2. Alcohol tests will be administered using an Evidential Breath Testing Device (EBT) that is on the Conforming Products List published by the National Highway Traffic Safety Administration (NHTSA). The tests will be performed by a certified Breath Alcohol Technician (BAT).

B. **Substances for Which Testing Must Be Conducted**

Testing must be conducted for alcohol and for all controlled substances as defined in Section II.

C. **Drug Testing Laboratory**

1. The District shall use a drug testing laboratory certified under the DHHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; 53 FR 11970, April 11, 1988, and subsequent amendments.
2. The laboratory shall provide services in accordance with Part 40 and Part 382. The name and address of each SAMHSA laboratory used by the District is contained in Appendix A.

D. **Time Period When Testing is Conducted**

A driver may be sent to be tested for controlled substances at any time during the driver's shift. Testing for alcohol must take place just before, during, or just after performing a safety-sensitive or covered function. Performing a safety-sensitive function means a driver is considered to be performing a safety-sensitive function during any period in which s/he is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

SECTION VI. TYPE OF TESTS REQUIRED

A. **Pre-employment Testing**

A pre-employment controlled substance test must be conducted before the first time a driver performs a safety-sensitive function. A driver must also take a pre-employment controlled substance test when s/he transfers to a safety-sensitive position. This also applies to a driver returning from a leave of absence for more than 30 days who has not participated in the controlled substance and alcohol program and, therefore, has not been subject to the random selection process. A negative test result is required prior to performing safety-sensitive functions.

Exception to Pre-employment Controlled Substance Testing

A driver would not be required to take a pre-employment controlled substance test if the District verifies the following:

1. The driver has participated in a controlled substance testing program that meets the requirements of this policy within the previous 30 days; and
2. While participating in this program, was tested for controlled substances within the past six months OR participated in a random testing program for the previous 12 months; and
3. The District verifies with the driver's previous employers that within the past six months the driver has not violated any part of this policy nor has s/he violated the rules of other DOT agencies.

B. **Post-Accident Testing**

1. Following an accident (as defined by the Federal Motor Carrier Regulations 390.5 - see Section II) involving a commercial motor vehicle, a post-accident controlled substances and alcohol test will be administered to each driver who:

   was performing a safety-sensitive function with respect to the vehicle, if the accident involved the loss of human life; or

   who receives a citation under State or local law for a moving traffic violation arising from the accident.
2. Controlled Substances Test: The driver must be tested for controlled substances as soon as possible but no later than 32 hours after the accident. If a driver is not tested for controlled

substances within 32 hours, the District shall maintain a record stating why the test was not administered.

3. Alcohol Test: The driver must be tested for alcohol as soon as possible but no later than eight hours following an accident. If a driver is not tested within two hours after an accident, the District shall maintain a record stating the reasons why the test was not administered promptly.
4. The District will provide the driver with information on how to comply with the post-accident procedures prior to operating a commercial motor vehicle.
5. Post-accident breath, urine, or blood tests completed by local, state, or federal officials may fulfill the requirements of this policy.
6. A driver who is subject to post-accident testing must remain readily available for such testing or may be deemed by the District as refusing to submit to testing. However, this requirement should not delay necessary medical attention for injured people following an accident or prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident.

C. **Random Testing**

1. The regulations require that safety-sensitive drivers shall be subject to controlled substance and alcohol testing on an unannounced and random basis. The District shall conduct a number of controlled substance tests equal to at least 50 percent of all covered drivers and alcohol tests equal to at least 25 percent of all covered drivers each calendar year, spread reasonably over a twelve-month period. The selection of drivers to be tested shall be made by a scientifically valid method, such as computer-generated random selection, and each driver shall have an equal chance of being tested each time the selection is made. Only covered drivers operating vehicles on behalf of the Palomar Community College District are participants in the pool of drivers subject to the random testing procedures required by this policy.
2. Once the driver has been notified that s/he has been selected for testing, s/he must be available for testing immediately.
3. Alcohol tests will be performed only just before, during, or just after performing a safety-sensitive function.

D. **Reasonable Suspicion Testing**

Reasonable suspicion testing of a driver is required when there is reasonable suspicion to believe that the driver has violated the prohibitions of the Controlled Substance and Alcohol Policy (as described in Section VII). A supervisor or District official, who is trained in the detection of the possible symptoms of controlled substance use and/or alcohol abuse, shall make the decision to test the driver.

1. Controlled Substances
   a. The determination that reasonable suspicion exists will be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. The observations may include indication of the chronic and withdrawal effects of controlled substances.
   b. A driver may be asked to submit to a reasonable cause controlled substance test at any time during the work period.
2. Alcohol
   a. The determination that reasonable suspicion exists will be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.
   b. Alcohol tests for reasonable suspicion must be requested before, during, or just after the driver performs a safety-sensitive function.
   c. The supervisor that makes the determination to test the driver may not administer the alcohol test.
   d. The driver shall not be permitted to return to duty to perform safety-sensitive functions until:
      1) An alcohol test is administered with a result of less than .02, or
      2) Twenty-four hours have elapsed from the time the determination of reasonable suspicion was made.

Supervisor Training

Supervisory personnel responsible for those drivers covered under Part 382 will receive training under the Controlled Substance and Alcohol Policy. The training shall include at least one 60-minute period of training on alcohol misuse and at least an additional 60 minutes of training on controlled substances use. The training shall cover the specific and contemporaneous physical, behavioral, and performance indicators of probable controlled substance use and alcohol use. This training shall be for supervisors who may determine whether a driver must be tested for reasonable suspicion.

E. **Return-to-Duty Testing**

Each driver that has violated the prohibited conduct standards related to controlled substances and/or alcohol shall be tested for controlled substances and/or alcohol, respectively, before returning to his/her safety-sensitive function. The test results must indicate a verified negative result for controlled substances and/or alcohol concentration of less than .02. A Substance Abuse Professional will determine if both a controlled substance and alcohol test are required prior to returning to duty.

F. **Follow-up Testing**
A driver who returns to duty shall be subject to unannounced follow-up controlled substance and/or alcohol testing. At least six tests must be conducted within the first 12 months after the driver returns to duty. The District may extend the follow-up testing for up to 60 months after the driver returns to duty.

SECTION VII. PROHIBITED CONDUCT

A. **Refusal to Submit to an Alcohol or Controlled Substance Test**
No driver shall refuse to submit to any of the required controlled substance and/or alcohol tests, including, post-accident, random, reasonable suspicion, or follow-up tests.

B. **Prohibited Conduct Related to Controlled Substances**

1. No driver shall report for duty or remain on duty performing a safety-sensitive function when the driver uses a controlled substance, except when the substance is prescribed by a physician, and the physician informs the driver that the substance does not adversely affect the driver's ability to perform the safety-sensitive function.
    a. All drivers must report all therapeutic drug use to the District, if the drugs prescribed are known to produce any psychoactive effects on the user, including alterations in mood, alertness, and reflexive response. Therapeutic drug use must be reported regardless of whether the drugs are among those listed as controlled substances for the purposes of the Controlled Substance and Alcohol Policy. Each driver must provide verification to the District from his or her physician that any medications prescribed do not adversely affect his or her ability to perform a safety-sensitive function.
    b. No driver shall report for duty, remain on duty, or perform a safety-sensitive function after testing positive for a controlled substance.

C. **Prohibited Conduct Related to Alcohol**

1. No driver shall report to duty or remain on duty requiring the performance of a safety-sensitive function with a breath alcohol concentration of .04 or greater.
2. No driver shall use alcohol while performing a safety-sensitive function.
3. No driver shall possess alcohol while on duty or operating a CMV.
4. No driver shall perform a safety-sensitive function within four hours after using alcohol.
5. No driver shall use alcohol within eight hours after an accident, or until an alcohol test has been completed, whichever comes first.

SECTION VIII. CONSEQUENCES FOR PROHIBITED CONDUCT

A driver that engages in prohibited conduct as detailed in Section VII of these procedures shall be removed from performing safety-sensitive functions.
A driver will not be hired if s/he refuses to submit to a pre-employment controlled substance or alcohol test.
A driver will be removed from a safety-sensitive function if s/he refuses to submit to a post-accident, reasonable suspicion, random, or follow-up controlled substance and/or alcohol test.
A positive breath alcohol test of between .02 and .04 will result in the removal of the driver from the safety-sensitive function for 24 hours.
A driver who engages is prohibited conduct may be disciplined in accordance with other Board policies and procedures, and as allowed by law.

SECTION IX. REFERRAL, EVALUATION, AND TREATMENT

A. Drivers who have engaged in conduct prohibited by the Controlled Substance and Alcohol Policy will be:

1. provided resources for evaluating and resolving problems associated with alcohol misuse and controlled substance use;
2. evaluated by a Substance Abuse Professional (SAP) who will recommend assistance, if necessary, for the driver to resolve problems associated with alcohol misuse and controlled substance use.

B. Before a driver returns to duty requiring the performance of a safety-sensitive function, after engaging in conduct prohibited by the Controlled Substance and Alcohol Policy, s/he must:

1. Follow the rehabilitation program prescribed by the SAP; and
2. Pass a return-to-duty controlled substance and/or alcohol test, and
3. Submit to unannounced follow-up alcohol and/or controlled substance tests, following the driver's return to duty.

SECTION X. MEDICAL REVIEW OFFICER (MRO)

The MRO shall be a licensed physician with knowledge of substance abuse disorders. The function of the MRO is to review all negative and positive controlled substance test results. The MRO interviews drivers who test positive before results are transmitted to the District. A positive test result does not automatically identify a driver/applicant as having used controlled substances in violation of a DOT regulation. An individual with a detailed knowledge of possible alternate medical explanations is essential to a review of the results.

The role of the MRO is to review and interpret confirmed positive test results obtained through the District testing program. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action could include conducting a medical interview with the individual and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall review all medical records made available by the tested individual when a confirmed positive test result could have resulted from legally-prescribed medication. The MRO shall not, however, consider the results of urine samples that are not obtained or processed in accordance with DOT regulations.

The District has contracted with an MRO for the controlled substance testing program in accordance with the requirements of Parts 40.33 and 382

SECTION XI. CONFIDENTIALITY

A. **Release of Driver's Test Results**

1. Information regarding the driver's test results will not be released, except to the District, without the driver's written consent excepted as noted in 3, 4, and 5 below.
2. All records regarding the driver's controlled substance and alcohol test results are available to the driver at any time, upon written request. A driver may also, upon written request, have records released to subsequent employers or other individuals identified by the driver.
3. Access to records shall be permitted to the Secretary of Transportation, any DOT agency, or any state or local officials with regulatory authority over the employer or any of its drivers.
4. When required as a part of an accident investigation, records regarding the District's administration of post-accident alcohol and controlled substance tests shall be made available to the National Transportation Safety Board.
5. The District may disclose records maintained as part of the Controlled Substance and Alcohol Policy pertaining to a driver, to a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the driver, and arising from the results of an alcohol and/or controlled substance test administered as per the Controlled Substance and Alcohol Policy, or from the District's determination that the driver engaged in prohibited conduct (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver).

B. **Previous Employer's Test Results**

1. The District may obtain, with driver's written consent, any records relating to the Controlled Substance and Alcohol Policy, from the previous employer.
2. The District must obtain all positive test results for controlled substances and alcohol and records of refusal to test occurring within the preceding two years. These records shall be obtained, with the driver's consent, from the driver's previous employer.
3. These records must be obtained and reviewed no later than 14 days after the first time the driver performs a safety-sensitive function. If the records have not been obtained within 14 days, the driver will not be permitted to continue to perform a safety-sensitive function.
4. A driver may not use a driver to perform safety-sensitive functions if the District obtains information on the driver's alcohol test with a concentration of .04 or greater, verified positive controlled substances test result, or refusal to be tested, by the driver, without obtaining information on a subsequent SAP evaluation and/or compliance with the return-to-duty testing section of these procedures.

SECTION XII. SUBSTANCE ABUSE PROFESSIONAL

A. The SAP provides information to drivers regarding the following issues:

1. Effects of alcohol/controlled substance use on the individual's health, work, and personal life;
2. Signs and symptoms of an alcohol or controlled substance problem;
3. Methods of intervening when an alcohol or controlled substance problem is suspected; and
4. Counseling and treatment programs available for controlled substance use and alcohol misuse.
5. The SAP for the District is identified in Appendix A.

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Guidelines for Dealing with Threats or Acts of Violence

Introduction

Palomar College is committed to providing a safe learning and working environment that promotes mutual respect and is free of harassment and physical and psychological threat. The District has developed and disseminated several policies and procedures to deal with safety issues including the policies on Sexual Assault and Sexual Harassment, procedures to respond to a bomb threat, policy and procedure on drugs and alcohol, and guidelines for dealing with abusive people. With the increase in workplace violence, Palomar Community College District affirms its commitment to providing a safe workplace for all employees.

Palomar College will make every effort to prevent workplace violence and to reduce the exposure to workplace trauma. The District will provide a program of education and services including training for all employees in recognizing signs of potential for violence and in emergency response procedures. The District will provide a crisis response team to assist employees in the event of a workplace trauma. Employees are encouraged to utilize the Employee Assistance Service for Education (EASE) program to receive support in handling any difficulties that may arise.

Definitions

Violence - intense and extreme behavior used to frighten, intimidate, injure, damage, or destroy another person or property.

Threat - a direct or implied expression of intent to inflict physical harm and/or actions that a reasonable person would perceive as a threat to physical safety or property.

Threats can be verbal, written, or physical. Regardless of the intensity of the verbal threat, employees should report all threats as soon as possible. The following may be warning signs of potentially violent behavior:

1. Ominous threats - include descriptions of what the violent person plans to do such as "bad things are going to happen to so and so" or "that guy is overdue for an accident."
2. Threatening actions - such as intimidation of others or attempts to instill fear, menacing gestures, and flashing of concealed weapons.
3. Bizarre expressions - such as perceiving that the world is falling apart or expressing a highly overstated sense of entitlement to a promotion or work schedule that was denied.
4. Obsessive Behavior - such as repetitious statements about holding a grudge against a co-worker, supervisor, or student; or, in some cases, a stated fascination with an unrequited romantic interest.

Because it is sometimes difficult to discern intent, jokes about threats of physical acts of violence will not be tolerated.

This policy is not intended to interfere with an individual's free speech or right to self-expression. However, the District will not tolerate any expression of violence or potential violence. Such expression is cause for disciplinary action.

Reporting Threats

When an employee becomes aware of a threat, he or she shall immediately notify his/her supervisor or the Campus Patrol Supervisor. Even when a threat is told "in confidence," the employee shall report the threatened action as soon as possible to ensure safety.

If the supervisor is not available, the employee should notify the next level of supervision or the Campus Patrol Supervisor. If a student is involved, the Director of Student Activities should be notified. If an employee is making a threat of violence, the Vice President for Human Resources and Affirmative Action should be notified. If a community member is involved, the Campus Patrol Supervisor should be notified. Employees are authorized to contact the individual they determine can respond to their concern or to deal with the individual making the threat.

Employees should not contact 911 or the Sheriff's office unless there is a threat of immediate danger. **However, when in doubt, call the Sheriff's office.**

The staff member must agree in writing prior to approval of the exchange that the exchange will not exceed one year. It is the applicant's responsibility to file a request to the Governing Board for any extension of the exchange.

Definitions

A. Exchange - The exchange of academic and classified staff members with an educational, governmental, business, or public institution outside of the college.
Direct Exchange - An outgoing participant and an incoming participant involved in an exchange simultaneously with the prospective institutions.
Nondirect Exchange - Involves an outgoing participant or incoming participant only.

B. Outgoing participant - An academic or classified staff member leaving his/her present assignment for a temporary exchange outside the College.

C. Incoming participant - An academic or classified staff member from an outside organization who, by reason of an exchange, will be temporarily assigned to a College position.

Approval Process

A. Applicants must have the approval of their immediate supervisor or department chairperson or director, dean, and vice president as appropriate before applying for any exchange. Final approval is to be determined by the Superintendent/President.

B. An academic staff application will be reviewed by the Sabbatical Leave and Salary Schedule Credit Committee. Classified staff exchanges will be reviewed by the Classified Professional Growth Committee.

C. If a supervisor, department chairperson, director, or dean disapproves an exchange request, the reason for disapproval must be given in writing. The applicant may appeal the disapproval to the appropriate committee indicated in 2 above. The committee's recommendation will be forwarded to the vice president.

D. Incoming academic participants must meet requirements of the department, be eligible for temporary academic participation in the areas to which they are assigned, and must obtain necessary document(s) from the California Community Colleges Office of the Chancellor. No incoming academic participant may begin participating until proper qualification is on file at the District.

Number of Exchanges per Semester

The number of exchanges to be recommended by the Superintendent/President or designee will be based upon the availability of resources and the effect of the exchange upon the instruction, service, and/or support functions of the College.

Length of Exchange

The minimum and maximum length of the exchange must be approved by the immediate supervisor, department chairperson or director, dean, and vice president, in consideration of the efficiency of the operating unit.

Compensation

A. The District will continue to pay outgoing participants their regular salary and fringe benefits subject to the normal deductions.

B. Incoming participants will be paid by the sending institution.

Vested Rights

A. An employee will continue to advance on the salary schedule and accrue longevity while participating in an exchange.

B. The period of exchange for an academic employee will count toward the years accrued for sabbatical eligibility.

Exchange Assignment and Obligations

The assignments, obligations, and other understandings for any exchange participant for the period of exchange will be detailed in a Memorandum of Agreement which must be signed by the exchange participant and the Superintendent/President.

Facilities and Resources

The District will provide to incoming participants the same access to opportunities and resources as it does for its own employees. Any exceptions or prohibitions will be stated in the Memorandum of Agreement between the District and participants.

Housing and Relocation

The District will provide neither housing nor relocation costs for incoming or outgoing participants.

Exchange Commitments

Unless there are extremely unusual or extenuating circumstances, the District will honor commitments made in the exchange program for both outgoing and incoming participants.

A Nondirect or nonsimultaneous exchange can be considered with the recommendation of the immediate supervisor or department chair, division dean, and the vice president.

In the event that an incoming participant finds it impossible to complete an assignment because of ill health or other unforeseen events, the District retains the right to require the return of the outgoing participant unless the other institution chooses to provide an acceptable alternate or pay the replacement costs.

Other Considerations

Procedures to implement the Exchange Program will be developed through the Office of Instruction and Office of Human Resources and reviewed by the Faculty Senate, the President's Advisory Council, and the Superintendent/President.

ACADEMIC PERSONNEL

154
Faculty

154.1
Supervision of Faculty
Division Organization

Instruction

The educational program consists of five instructional divisions:

- ARTS AND LANGUAGES DIVISION
- MATHEMATICS AND THE NATURAL AND HEALTH SCIENCES DIVISION
- COMMUNITY LEARNING RESOURCES DIVISION
- HUMAN ARTS AND SCIENCES DIVISION
- VOCATIONAL TECHNOLOGY DIVISION

The deans of the five instructional divisions are responsible to the Assistant Superintendent/Vice President for Instruction. Their duties require extensive communication with chairpersons and directors, with each other, and with the Assistant Superintendent/Vice President for Instruction in the interest of maintaining a viable program which uses all college resources in meeting the needs of the entire community.

The instructional departments and programs are: American Indian Studies; Art; Athletics; Behavioral Sciences; Business Education; Chemistry; Child Development; Communications; Computer Science and Information Systems; Cooperative Education; Counseling, Guidance, and Career Development; Dental Assisting; Earth Sciences; Emergency Medical Education Programs; English; English as a Second Language; Family and Consumer Sciences; Foreign Languages; Library/Media Center; Life Sciences; Mathematics; Multicultural Studies; Nursing Education; Performing Arts; Physical Education; Physics and Engineering; Public Safety Programs; R.O.P.; Reading Services; Economics, History, and Political Science; Special Education; Speech Communication/Forensics/ASL; Trades and Industry; and Vocational Programs.

Student Services

Student Services is divided into five primary areas of responsibility: Enrollment Services; Counseling, Guidance, and Career Development; Student Support Programs; Student Activities and Intercollegiate Athletics.

Enrollment Services covers the entire admissions and registration process as well as records evaluation for the purpose of determination of graduation eligibility. The process of veteran benefit eligibility and monitoring is also a part of this area.

Counseling, Guidance, and Career Development includes all functions of counseling on and off campus. It includes the Counseling Center, Career Center, Transfer Center, and Assessment. Counseling is also an integral part of the Disabled Student Programs and Services (DSP&S) and the Extended Opportunity Program and Services (EOP&S).

Student Support Programs includes a wide diversity of services including Financial Aid, Extended Opportunity Programs and Services (EOP&S), Disabled Student Programs and Services (DSP&S), Student Job Placement, Tutorial Services, and Health Services.

Student Activities includes the areas of Student Government, student clubs and activities, and discipline.

Matriculation activities span a number of different programs and services and reports organizationally to the Assistant Superintendent/Vice President for Student Services, but has reporting responsibilities to the Assistant Superintendent/Vice President for Instruction as well, due to secondary effects of the programs on instruction and curriculum.

Intercollegiate Athletics includes men's and women's athletics, athletic trainers, and athletic equipment and facilities.

154.21

Service Responsibility

It is the intent of the Service Responsibility Policy to encourage regular participation by all Faculty in the governance, operation, and representation of the College.

Each Faculty member is expected to earn an average of no fewer than two (2) service points per year through active participation in one or more College service activities.

Service activities that are used toward meeting Professional Development contract requirements may not be used toward meeting any service responsibility requirements.

It is the Faculty member's responsibility to provide documentation of College service. Such documentation may become a part of the faculty member's personnel file. Verification of activity is achieved by submitting a completed Service Verification form to the Professional Development Office. The form requires the signature of the Department Chair/Director.

Service points may be earned in a variety of ways including service on committees, task forces, special service to a department or program or by service in leadership positions. At least one-half of the service points earned must be earned through participation in designated governance activities. Appropriate activities and point values earned for active participation are listed in the Service Point Guidelines table.

154.3

Teaching Load

Due to the special needs of students enrolled in the English as a Second Language Program, the teaching load is set at 20 hours per week (not including five office hours per week) arranged as follows:

- 15 hours classroom assignment
- 5 hours individual and small group assistance and/or administrative duties necessary to administer the various site programs.

154.4

Overloads

Academic employees with less than a full-time contract shall not be given hourly assignments in addition to their contract assignment.

154.42

Load Banking

A faculty member must have earned at least seven (7) service points or a proportionate percentage thereof for a partial leave, within the three (3) years prior to taking load bank leave to be eligible to take load bank leave.

Banked hours may not be held for more than three years from the time that the maximum load is banked. Extensions may be granted by the Superintendent/President for the following reasons:

A. the District is unable to approve a leave request during the three-year period;
B. the Faculty member requests an extension for compelling reasons;
C. the Faculty member delays the leave at the request of the District.

Service Point Guidelines

Governance Activities

Planning Committees	*Point Value/Semester*
Educational Master Planning	2
Instructional Master Planning	2
Student Services Planning	2
Staff Planning	2
Facilities Planning	2
Operations Committees	
Academic Review	1
Articulation and Transfer	1
Bookstore Advisory	1
Budget Development	1
Campus Beautification	1
Catalog	1
Computer Coordinating	1
Curriculum	2
Environmental Impact Review	1
EOP&S Advisory	1
International Student Advisory	1
Matriculation	1
Outreach	1
President's Advisory Council	1
Professional Development Review Board	1
Registration	1
Sabbatical Leave	1
Safety and Security	1
Scholarship	1
Staff Development Advisory	1
Staff Diversity/Affirmative Action	1
Staff Priorities	1
Student Equity	1
Student Publications Board	1
Tenure and Evaluation Review Board	2
Faculty Senate Committees	
Academic Standards and Practices	1
Committees on Committees	1
Elections	1
Personnel Standards and Practices	1
Faculty Senate Sabbatical Leave	1
Professional Procedures	1
Salary and Benefits	1
Hourly Instruction	1
Equivalency	1
Sabbatical Leave	1
Other Governance Service	
Faculty Senate	2
Faculty Council	1
Department Chair	2
Distinguished Faculty Award Committee	1
Academic and professional matters Task Force	1
Peer Review Committee	1
Peer Tenure And Evaluation (4 Year)	1
Vocational Advisory Committee	1
Faculty Selection Committee	1
Administrative Search Committee	1
Affirmative Action Representative Service	1
Other Governance Task Force	1

Note: Service as a Committee Chair or Committee Co-Chair or as an officer of the Faculty or Faculty Senate earns an additional point

Other District Service	
Special Department Activities Approved by Department and Chair	1
External College Liaison	1
Student Club Advisor	1
Special Performance/Presentation rep of College	1
Special Presentation approved by the Faculty Senate	1
Special Presentation/Speakers' Bureau	1
Patrons of Palomar College	1 per year
The Friends of the Arboretum	1 per year
Other - Requires prior approval by the Faculty Senate	

The accumulated banked hours and the resulting time off have no effect on sabbatical leave eligibility, fringe benefits, or accrual of sick leave.

A faculty member on load bank leave must complete the terms of the Professional Development contract established for that academic year.

When the Department Chair/Director and the Division Dean determine that the staffing needs of the department/program conflict with the number of requests for leaves, requests for Sabbatical leaves will be given preference over requests for load bank leave.

The Department Chair/Director and the Division Dean may approve requests for load bank leave each semester based on the number of full-time equivalent probationary and tenured Faculty in the department/program in accordance with the following guidelines:

Regular Faculty	Faculty on Load Bank Leave per Semester
1 - 9.9	1
10 - 19.9	2
20 +	3

Exceptions to the number of leaves approved each semester may be granted by the appropriate Vice President in consultation with the Department Chair/Director and the Division Dean.

When a request to use leave is denied, an extension of the time to use the leave will be granted by the Superintendent/President.

Banking Service

A. A tenured faculty member wishing to bank a service must complete a banking application and receive the approval of the Department Chair/Director, the Dean, and the appropriate Vice President. Approval is accomplished through the Load Bank application.

B. If a faculty member is unable to take the banked hours as leave, the hours taught will be paid at the part-time salary rate in effect at the time the hours were banked. No interest on monies will be given.

C. If a faculty member who is on load banking becomes ill and uses all accrued part-time sick leave, the load banking agreement for that assignment will be canceled. The faculty member will be paid for the hours taught at the overload salary rate in effect at the time the hours were banked. No interest on monies will be given.

Load Bank Leave

A. The number of hours to replace the assigned contract load must be accumulated before the Faculty member can be granted time off. Tentative approval will be given based upon anticipated completion of the banked assignment. Documentation of at least seven (7) service points, or a proportional percentage thereof for a partial leave, must be provided by the faculty member before the leave can be approved. Tentative approval will be given based upon anticipated completion of earned service points. Hours banked prior to January 1, 1993, shall not be subject to this provision.

B. Six (6) months' notice must be given prior to taking load bank leave. Less than six (6) month's notice may be given only if there are special circumstances and if approved by the Department Chair/Director, Dean, and appropriate Vice President.
   1. The Faculty member must complete a Request to Use Banked Leave and state the specific time of the leave.
   2. The Request must be approved by the Department Chair/Director, the Dean, and the appropriate Vice President.

C. The Department Chair/Director, Dean, and appropriate Vice President must certify that the department/program will not be jeopardized by the absence of the Faculty member. If the leave cannot be approved, it may be rescheduled for another semester. The decision to reschedule the banked load will be mutually agreed upon by the Faculty member and the Department Chair/Director with the approval of the Dean and the appropriate Vice President. The leave must be rescheduled to be taken by the end of the following academic year.

D. Faculty may withdraw load banked funds only in the calendar year earned.

E. If a faculty member accumulates 100% banked hours and the load bank leave is not taken with a 3-year period, the hours taught will be paid at the overload salary rate in effect at the time the hours were banked. No interest on monies will be given. Funds will be paid within 60 days by the district, once the three-year period has expired.

F. If there is no load bank activity within three years of the last banked hours, the district will return banked funds at the overload salary rate in effect at the time the hours were banked. No interest on monies will be given.

G. In case of separation from service, disability, documented financial hardship such as medical expenses, eviction or foreclosure on mortgage of principal resident, dire or compelling circumstances outside the control of the individual or death, the load banked funds will be paid to the individual or his/her estate at the overload salary rate in effect at the time the hours were banked. No interest on monies will be given.

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Compensation

155.1
Salary Schedule Credit

Each academic employee is expected to maintain a self-guided program of professional improvement throughout his/her professional career. In addition to meeting the requirements of the Professional Development policy, academic employees have the opportunity to receive salary schedule credit through course work and projects as described in Board policy.

Forms to request salary schedule credit are available in the Office of Instruction. It is recommended that the staff member thoroughly review the Salary Schedule Credit policy before completing the form and before attending the Sabbatical Leave Committee meeting at which his or her request is to be considered.

When a request for salary credit is made which appears to duplicate a situation for which credit previously has been granted, the academic employee shall furnish information to the committee indicating how the duplicate situation has appreciably contributed to growth within the profession.

Except for upper division or graduate level course work, advance approval by the Sabbatical Leave Committee is required.

It is the responsibility of the applicant to specifically identify how the work will contribute to professional growth. Requests for advance approval are to be submitted prior to beginning the work. Submission of an application for advance approval does not guarantee advance approval will be granted; however, if submitted at least one month prior to the activity, the request will not be denied on the basis of date submitted.

In no case will salary schedule credit be awarded if Associated Student funds have been allotted for the completion of the work.

Salary credit may be awarded for work completed while the academic employee is on sabbatical leave, provided all other criteria have been met.

It is the responsibility of the academic employee to verify completion of any work for which advance approval of salary credit was granted. No final units will be awarded until such verification is received. Forms are available in the Office of Instruction.

The regulations regarding salary credit conform with the following interpretations of the Education Code:

A. If an academic employee attends a degree-granting institution and is reimbursed by the District for travel, registration, or other expenses, the academic employee may not receive salary credit unless payment of an additional fee is made by the employee.

B. If an academic employee goes to a non-degree-granting institution and receives certification of attendance, and the academic employee is reimbursed by the District for travel, registration or other expenses, the employee may not receive salary equivalency credit.

C. If the District releases the academic employee from duties to attend a workshop, seminar, or conference, and the academic employee incurs expenses not reimbursed by the District, the academic employee may receive salary credit.

D. If an Instructional Grant is awarded to an academic employee for a completed project, the academic employee may not receive salary credit for the same project.

155.41
Assigned Time for Faculty Leadership

An FTE of 1.4 for the academic year is assigned to the Faculty Leadership to be allocated at the direction of the Faculty Council.

155.42
Summer Compensation for Faculty Leadership

$3,600 is provided to the Faculty Leadership to be allocated as stipends at the direction of the Faculty Council.

156
Absences and Leaves

156.1
Reporting Absences

Absences are reported to the Office of the Assistant Superintendent/Vice President for Instruction. The Office of the Assistant Superintendent/Vice President for Instruction may be contacted as early as 7:30 a.m. The Office of the Assistant Superintendent/Vice President for Instruction will notify the Academic Department Assistant who will be responsible for posting an official notice on the appropriate classroom door. The only official notice is one signed by the Assistant Superintendent/Vice President for Instruction. Instructors are asked to announce in their classes that notices written on the board are not official. Sick-leave absences reported to the office of the Assistant Superintendent/Vice President for Instruction are recorded monthly on the Academic Absence Report. Corrections to this report are made by the faculty member, signed by the Department Chair/Director, and then sent to Payroll Services.

Remuneration for Longer than Five-Day Substitutes

When a faculty member is ill, the department will make every effort to cover classes for the period of one week. Should the faculty member's illness go beyond this week, the pay for the substitute will be at the hourly rate and will be retroactive to the first day. An attempt will be made to substitute first from within the department and second from qualified outside sources. Only in extreme emergency will classes be canceled.

156.2
Sick Leave

Sick leave may be used whenever faculty are unable to perform their duties because of temporary disability caused by illness, injury, pregnancy, and/or childbirth. Sick leave may also be used for medical, psychological, dental, or optical examinations or treatment.

All instructors teaching on an hourly basis shall accrue sick leave for all hours taught. Sick leave will be accrued by part-time faculty members teaching hourly during the summer, fall, and spring semesters; sick leave will be accrued by contract faculty members teaching hourly as paid overload during the summer, fall, and spring semesters.

Hours accrued for sick leave by contract faculty teaching an overload on an hourly basis must be recorded separately from days accrued on contract work. State Teachers' Retirement System mandates that these accruals may not be commingled. Hours accrued on hourly work may not be used as credit toward retirement, whereas days accrued on contract work may.

156.3
Other Leaves of Absence

Methods of obtaining a leave of absence for reasons other than Sabbatical Leave or exchange participation:

A. The employee shall obtain an "Application for Leave of Absence" from the Human Resource Services Office, secure the endorsements of the department chairperson/director and the appropriate division dean, and/or Vice President, and submit the completed form to the Office of Instruction for endorsement. All endorsements, whether favorable or unfavorable, shall be shown in writing on the application. The completed application shall be submitted to the Superintendent/President's Office for final action by the Governing Board.

B. There shall be no priority of consideration established by the date on which the application is filed with the Assistant Superintendent/Vice President for Instruction.

C. Compliance with these requirements does not imply an automatic granting of leave of absence under this policy.

156.32

Jury Duty

When a faculty member is called for jury duty, an attempt shall be made by the department or instructional area to cover the instructor's classes from within the department or discipline. The substitute will be paid on an hourly basis. If classes cannot be covered from within the College, an effort shall be made to find qualified instructors outside the institution to cover classes. Jury duty leave is reported on the Academic Absence Report.

156.36

Bereavement Leave

Bereavement leave, including the relationship of the deceased, is reported on the Academic Absence Report.

156.37

Personal Necessity Leave

Personal necessity leave, including the reason for the leave, is reported on the Academic Absence Report.

156.371

Personal Business Leave

Personal business leave is reported on the Academic Absence Report.

156.38

Sabbatical Leave

A sabbatical leave is a program of professional activities designed to improve the professional qualifications of the eligible staff member of the Palomar Community College District. Eligible staff members are defined as educational administrators hired before July 1, 1990, and all faculty on 50 percent or more contracts for six consecutive years. This program may consist of study, research, or creative work (including fieldwork) leading to such improvement. Travel associated with the sabbatical leave activities is acceptable. The objectives of the proposed program must be realistic, and the expected benefits to the District and students must be tangible and verifiable. The leave itself is part of a process that includes planning, review of the planned project, the activities while on leave, successful completion of a written report on the results of the program, and verification that the objectives were met.

Sabbatical Leave Timetable

If due date falls on a weekend or holiday, the due date will be the first work day following.

September 15

Notification of Intent due

*September 15-20**

Sabbatical Leave Workshop

October 15

Verification of eligibility and determination whether number of requests exceeds the maximum allowable completed by Instruction Office.

November 1

Sabbatical Leave Reports from full year and Spring due to Instruction Office

November 1

Formal Sabbatical Leave Application or Request to Establish Appeal Committee due to Instruction Office

*November 1-December 10**

Sabbatical Leave Applications available for review by members of the Sabbatical Leave Committee

*December 10**
Appeals process must be completed

*December 10**
Preliminary consideration by Sabbatical Leave Committee

First Day of Spring Semester
Revisions or additional information due to Instruction Office, if requested by Sabbatical Leave Committee. Failure to submit revision or additional information by due date is considered a withdrawal.

*February 15**
Final consideration by Sabbatical Leave Committee

March 1
Sabbatical Leave Applications submitted to Superintendent/President for review

April 1
Sabbatical Leave Reports for Fall sabbatical leaves due to Instruction Office

Ist Governing Board Meeting in March
Consideration by Governing Board

2nd Governing Board Meeting in March
Governing Board action - Advertising for contract replacements (subject to final budget approval) may begin in March following Board action.

** Dates for meetings are approximate. The office of the Assistant Superintendent/Vice President for Instruction will schedule them at the regular meeting date closest to the date established in the timetable.*

Planning a Sabbatical Leave

A. The eligible staff member should prepare a tentative sabbatical leave proposal and discuss its appropriateness with the chairperson/director and dean prior to submitting a Notification of Intent to the Instruction Office by September 15 of the year prior to the academic year in which the sabbatical leave is to occur. The Notification of Intent must specify whether a spring, fall, or full-year leave is requested. If the applicant holds 40 percent or more contract assignment in a different department, signatures from both chairpersons/directors and deans will be required throughout the process. If it is the chairperson/director requesting a sabbatical leave, the department will select a representative from the department to serve in lieu of the chairperson/director throughout the sabbatical leave process.

B. Following the September 15 due date for Notification of Intent, the Sabbatical Leave Committee will offer a workshop to assist sabbatical leave applicants in preparing effective proposals and the final written report. It is the applicant's responsibility to attend the workshop.

Activities While on Leave

A. While on sabbatical leave, the full time eligible staff member is expected to devote full time (720 hours minimum) to fulfilling the professional obligations specified in the leave proposal. Those who have served on consistent contracts of less than 100 percent shall reflect their percentage of contract in the leave proposal. Those who have had varied patterns of contractual employment shall reflect in the leave proposal an average of the contractual periods worked during the last six consecutive years. Any activity that would infringe on the time necessary to fulfill those obligations is contrary to the spirit of the Sabbatical Leave Policy.

B. The eligible staff member shall be temporarily released from all other College assignments and should not be employed by the District either part-time or hourly during the period of leave unless such employment is related to the leave and received approval as part of the sabbatical leave proposal. For ten-month faculty members the period of leave is congruent with the fall semester or spring semester or both. For eleven-month faculty members the period of leave must equal the number of days in the fall semester, spring semester or both.

C. A sabbatical leave proposal should reflect a minimum of 720 hours, or a full load of course study (normally defined as 12 semester units), or a combination equal to a full-time commitment.

D. District funds, personnel, or equipment may not be used while on sabbatical leave unless such use has received approval as part of the sabbatical leave proposal. District equipment may be used only with authorization of the chairperson/director, dean, and other appropriate supervisor as necessary.

Application Process

A. There will be no priority of consideration established by the date on which the Notification of Intent is filed with the Instruction Office. However, Notifications of Intent submitted after September 15 will not be accepted. Sabbatical Leave Applications submitted without a Notification of Intent will not be accepted.

B. It is the applicant's responsibility to attend the Sabbatical Leave Workshop and to be familiar with the policy, procedures, and information presented in the workshop.

C. The applicant will meet with the chairperson/director and dean to discuss proposed sabbatical activities.

D. A final proposal filed on a Sabbatical Leave Application and signed by both the chairperson/director and the dean must be submitted to the Instruction Office by November 1. Failure to meet the November 1 due date is considered a withdrawal from the process. The proposal must emphasize the professional value of the sabbatical leave to the eligible staff member and the benefit to the students and the District.
   1. If either the chairperson/director or dean, or both, endorse the proposal, it is forwarded to the Sabbatical Leave Committee.
   2. If neither the chairperson/director nor the dean endorses the proposal, the applicant may request that the Sabbatical Leave Committee convene an appeal committee. Written comments must be provided in the case of non-endorsement. The appeal committee will consist of three members of the Sabbatical Leave Committee appointed by the co-chairs.
   3. The appeal committee consults with the chairperson/director, dean, and the applicant.
      a. If the appeal committee finds that the proposal has merit, the committee may ask the applicant to provide additional information; or ask the applicant to submit an entirely new application; or ask the chairperson/director and dean to reconsider the proposal. If the applicant revises the application, and the chairperson/director and dean both still do not endorse, the appeal committee may elect to forward the application to the Sabbatical Leave Committee.
      b. If the appeal committee finds the original proposal does not have merit, the application will not be forwarded to the Sabbatical Leave Committee, and the applicant will be given reasons in writing by the appeal committee.
      c. All appeals and revisions must be submitted by December 10.

E. The Instruction Office shall submit the applications to the Sabbatical Leave Committee for review and recommendation. After an initial review of the applications, the Sabbatical Leave Committee may request an applicant to submit additional information or a revision. The additional information or revision is due to the Instruction Office by the first day of the spring semester. Failure to submit the additional information or revision by the due date is considered a withdrawal.

F. The Sabbatical Leave Applications which are endorsed and recommended for approval shall be submitted to the Superintendent/President, who shall make recommendations to the Governing Board for approval/disapproval. Applicants whose applications are not recommended for approval will be notified in writing.

G. All recommendations and endorsements, whether favorable or unfavorable, shall be shown in writing on the Sabbatical Leave Application.

H. Compliance with these application requirements does not imply automatic granting of sabbatical leaves.

Revisions

A. Any revision to the proposed sabbatical leave activities must be submitted on the Request for Approval to Revise Sabbatical Leave Proposal form and must receive approval by the Sabbatical Leave Committee prior to implementation of the revised activities. Information provided must include the nature of the revised activities, additional work to be undertaken and/or work which will not be completed, and the reason for the revision.

B. The Request for Approval to Revise Sabbatical Leave Proposal form must be signed by the chairperson/director and dean. If either the chairperson/director or dean does not endorse the revision, the reasons must be given in writing on the form. The revised proposal will be submitted to the Sabbatical Leave Committee for approval/disapproval.

Completion of Sabbatical Leave Commitments

A. By November 1 following a Spring or full-year sabbatical leave, or by April 1 following a Fall sabbatical leave, a written report, accompanied by a Request for Approval of Sabbatical Leave Report signed and marked as satisfactory or unsatisfactory by the chairperson/director and the dean, shall be submitted to the Instruction Office. It is the responsibility of the eligible staff member to arrange for clerical assistance for manuscript preparation outside the institution. District funds or personnel may not be used to prepare a sabbatical leave report, unless authorized by the chairperson/director, dean, and other appropriate supervisor as necessary.

B. The written report should conform to a style appropriate for the subject matter and must document that the objectives set forth in the Sabbatical Leave Application and any approved Request for Approval to Revise Sabbatical Leave Proposal have been reached.

C. Any revisions reflected in the report must have received approval by the Sabbatical Leave Committee prior to undertaking the revision. Failure to receive approval may result in 1) a letter of reprimand from the Sabbatical Leave Committee, 2) letter of unprofessional conduct placed in personnel file, and/or 3) full or partial payback of salary.

D. If the report will not be submitted by the deadline, the eligible staff member must complete and submit the Request for Extension to File Sabbatical Leave Report to the Instruction Office no later than the report due date. A copy of the approved Sabbatical Leave Application and any approved revisions, the report to the extent of completion, documentation that the sabbatical leave work has been completed, the reason for delay, and the anticipated completion date must accompany the request for extension.

E. If the report has been found satisfactory by the Sabbatical Leave Committee, the Committee will notify the eligible staff member within 30 days after the report is due.

F. Should the report be found unsatisfactory by the Sabbatical Leave Committee and require more than minor editorial revision, a report committee consisting of the author, the chairperson/director, the dean, a representative of the Sabbatical Leave Committee, and the Assistant Superintendent/Vice President for Instruction shall be convened. In the case where the author is the chairperson/director, the department will select a representative. The report committee will determine the necessary steps to correct the deficiencies. The necessary corrections must be completed within 30 days of the date the committee makes its recommendations. The revised report will be submitted to the report committee, which will submit it to the Sabbatical Leave Committee.

G. After review, the Sabbatical Leave Committee will forward the satisfactory reports to the Superintendent/President, who will inform the Governing Board that the reports have been reviewed and meet the criteria of the policy and will recommend acceptance.

H. Failure to complete sabbatical leave activities or a portion thereof, or failure to deliver an acceptable report by the deadline, or failure to request and be granted the appropriate extension, may result in 1) a letter of reprimand from the Sabbatical Leave Committee, 2) letter of unprofessional conduct placed in personnel file, and/or 3) full or partial payback of salary.

Conditions Governing the Granting of Sabbatical Leave

A. Regular eligible staff members who have served on a 50 percent or more regular contract are eligible for sabbatical leave after six consecutive years of service or after six years of service have elapsed since a sabbatical leave (Education Code section 87768). Employment on an hourly basis shall not be credited toward eligibility for a sabbatical leave or to increase the percentage of time of service.

B. When an eligible staff member is hired after the first day of the semester, the subsequent semester will be the first semester counted for eligibility determination.

C. Compensation for the eligible staff member shall be for one year at half pay or for one semester at full pay based on the employee's pay scale for regular employment. Compensation for those who have served on consistent contracts of less than 100 percent shall reflect their percentage of contract. Compensation for those who have had varied patterns of contractual employment would be at an average of the contractual periods worked during the last six consecutive years. Those who take a full year sabbatical leave may wish to contact STRS for direction on maintaining a full year of credit.

D. The number of eligible staff members on sabbatical leave during any one semester shall not exceed five percent of the eligible staff who are under contract as of September 15 of the academic year in which application is made. In the event that the number of applicants for sabbatical leave exceeds five percent, priority shall be given to applicants on the basis of the following factors:

First priority will be given to applicants who have not had a previous sabbatical leave. If there are remaining slots, they will be filled according to the following point system:

1. The applicant seeks to attend a program offered on a one-time basis; verification required (3 points)
2. Seniority (1 point per year of contract and regular service in the Palomar Community College District)
3. Previous sabbatical (1 point per year since last sabbatical leave)
4. Priority will be established in the order of points awarded, with the eligible staff member with the highest number of points receiving the highest priority. Priority ranking will not be carried over for those who reapply the following year.

E. During the leave, the eligible staff member shall be paid in equal monthly installments. Retirement benefits, insurance benefits, and position on the salary schedule shall accrue as if the absent employee were on the campus employed on a full schedule.

F. Budgetary provisions for substitutes will be made to prevent cancellation of courses normally offered, unless deemed unnecessary because of curriculum or other changes. The Instruction Office will forward estimated budget costs to the Budget Development Committee.

G. The eligible staff member who has been granted a sabbatical leave shall agree, in writing, to serve the Palomar Community College District upon return from sabbatical, for a period of twice the length of the leave, with at least the same contract percentage held immediately preceding the leave (Education Code section 87770). An employee who has completed a sabbatical leave and who leaves the District employment before fulfilling the service obligation shall reimburse the District in the amount due for the portion of the unfulfilled obligation no later than the last day of employment with the District.

Condition Acceptance

Applicants who accept the conditions set forth in this policy and procedure are entering into a contract with the Palomar Community College District.

Committee Operation

Sabbatical Leave Committee meetings are open meetings, but final votes will be taken during executive session. Staff members are welcome to attend meetings to provide additional information.

In the event that suit is brought against any District employee as a result of participation in the approval/disapproval of a sabbatical leave, the District will assume full responsibility for costs of legal defense and payment of compensatory damages. The District will assume liability for payment of punitive damages awarded against a Sabbatical Leave Committee member who acted in good faith, without actual malice, and in the apparent best interest of the District if payment of the claim or judgment would be in the best interest of the District.

156.4

Family Care and Medical Leave Procedure

A. Eligibility for Family Care and Medical Leave

Faculty are required to have completed more than one academic year with the District to be eligible for family care and medical leave. If a faculty member leaves the District after one academic year and is subsequently reemployed by the District, the faculty member is not eligible for family care and medical leave until he or she completes another year of service.

B. Right to Family Care and Medical Leave

Subject to the terms and conditions stated in this policy, an eligible faculty member shall be granted an unpaid family care and medical leave for up to a total of twelve (12) work weeks in any year after making a request and providing certification for such leave in accordance with the procedures set forth below.

C. Requests for Family Care and Medical Leave

1. If the faculty member learns of facts necessitating a family care and medical leave more than thirty (30) calendar days prior to the time the leave is needed, he or she shall provide written notice to the District immediately. A minimum of thirty (30) calendar days' written notice is required.
2. If the faculty member learns of facts necessitating the family and medical care leave less than thirty (30) calendar days prior to the time the leave is needed, he or she shall provide written notice to the District as soon as possible. The faculty member is required to provide the District with written notice within five (5) working days of learning of the need for the leave.
3. If the faculty member's need for the leave is foreseeable due to a planned medical treatment or planned supervision of a child, parent, spouse, or member of the immediate household with a serious health condition, the faculty member shall consult with the Department Chair/Director and the Dean regarding the scheduling of the treatment or supervision so as to prevent undue disruption to student learning. Any scheduling of treatment or supervision shall be subject to the approval of the health-care provider of the individual with the serious health condition. In any event, thirty (30) calendar days' written notice is required.

D. Certification of Serious Health Condition from Health Care Provider

1. If the leave is requested to care for a child, parent, spouse, or member of the immediate household with a serious health condition, the District may require certification of the serious medical condition by the individual's health-care provider.
    a. The certification shall include:
        (1) the date on which the serious health condition commenced;
        (2) the probable duration of the condition;
        (3) an estimate of the time that the health-care provider believes the faculty member needs to care for the individual requiring the care;

        (4) a statement that the serious health condition warrants the participation of the faculty member to provide care for the child, parent, spouse, or member of the immediate family.
    b. If additional leave is requested beyond the period stated in the certification, the District may require recertification in accordance with the procedures set forth above.
2. If the leave is requested for the faculty member's own serious medical condition, the District may require certification of the serious medical condition by the health care provider.
    a. The certification shall include:
        (1) the date on which the serious health condition commenced;
        (2) the probable duration of the condition;
        (3) a statement that, due to the serious health condition, the faculty member is unable to perform the functions of his or her position.
    b. If additional leave is requested beyond the period stated in the certification, the District may require recertification in accordance with the procedures set forth above.
    c. If the District has reason to doubt the validity of the certification, the District may require an examination by a health care provider of the District's choice to obtain a second opinion. If the second opinion differs from the original certification, the District may require a third examination conducted by a health-care provider jointly selected by the District and the faculty member. The third opinion shall be binding on the District and the faculty member. All subsequent opinions obtained after the initial certification shall be at District expense.
    d. Before returning to work after a family care and medical leave for his or her own serious medical condition, the District may require the faculty member to obtain certification from his or her health-care provider that he or she is able to resume his or her duties.

E. Right to Reinstatement

A faculty member returning from a family care and medical leave shall be assigned to the position he or she occupied prior to the leave. Use of family care and medical leave will not result in the loss of any employment benefit that the faculty member earned or was entitled to before using the leave.

F. Intermittent or Reduced-Schedule Leave

1. Leave taken because of the serious health condition of the faculty member or his/her spouse, child, parent, or member of the immediate household may be taken intermittently or on a reduced- schedule leave when medically necessary. Intermittent or reduced-schedule leave shall not result in a reduction of the total amount of family care and medical leave entitlement pursuant to state and federal law. Leave taken because of the birth of a child or placement of a child shall not be taken intermittently or on a reduced-schedule leave unless expressly agreed to by the District and the faculty member.
2. If a faculty member requests intermittent leave or a reduced-schedule leave, the District may assign a different class schedule that better accommodates the recurring periods of leave than the faculty member's regular teaching schedule.

G. Terms of Family Care and Medical Leave

1. A faculty member who requests family care and medical leave for his or her own serious health condition is required to use all accrued sick leave and differential pay sick leave. Because family care and medical leave is limited to a duration of twelve (12) work weeks, it is unlikely that a faculty member will run out of differential pay sick leave within the duration of the family care and medical leave for a particular individual serious health condition.
2. A faculty member who requests family care and medical leave to care for a spouse, child, parent, or member of the immediate household is required to use all personal necessity leave as part of the twelve-week (12) period. Nothing in this policy shall require the District to provide paid sick leave or paid medical leave in any situation in which the District would not otherwise provide any such paid leave.
3. During the period of family care and medical leave, the District shall maintain coverage under the group health plan in which the faculty member is enrolled for a minimum of twelve (12) work weeks. The coverage shall be under the same terms and conditions as if the faculty member had continued in employment for the duration of the leave. The District may collect the amount of premiums paid by the District from the faculty member if he or she fails to return from leave after the contemplated time period for a reason other than the continuation, recurrence, or onset of a serious health condition.
4. During the period of the family care and medical leave, the faculty member is entitled to continue to participate in STRS. The District is not required to make plan payments to any retirement plan or to count the leave period for purposes of "time accrued" under any such retirement plan during the unpaid portion of the leave period. However, during the portion of the leave period wherein the faculty member has elected or the District has required the use of

accrued paid leave, applicable payments will be made to the retirement plan. In addition, accrued paid time off shall count toward "time accrued" under the retirement plan in the same manner as if the faculty member had utilized the paid leave other than for family care and medical leave. Faculty are allowed to continue making contributions to their retirement plan, in accordance with the terms of the plan, during the unpaid portion of the leave.

5. The leave shall not constitute a break in service for purposes of seniority and/or longevity. A faculty member returning from family care and medical leave shall return with no less seniority than when the leave commenced for purposes of layoff.
6. Other than as set forth in this policy, the District shall not refuse to hire, discharge, fine, suspend, expel, or discriminate in any fashion against any individual who:
    a. utilizes the family care and medical leave set forth in this policy;
    b. gives information or testimony regarding the faculty member's own family care and medical leave, or another faculty member's family care and medical leave, in any inquiry or proceeding related to family care and medical leave.

H. Effect of Family Care and Medical Leave on Pregnancy Disability Leave

Family care and medical leave is separate and distinct from disability leave for pregnant employees. Pregnant employees may be entitled to a disability leave in addition to a family care and medical leave.

1. Leave Available

Leave taken under the pregnancy disability policy set forth in BP 156.33 runs concurrently with family care and medical leave under federal law, but not family care and medical leave under California law. Consequently, an eligible faculty member may take a pregnancy disability leave of up to four (4) months and a family care and medical leave of up to twelve (12) work weeks, for a combination of four (4) months plus twelve (12) weeks [approximately seven (7) months]. In order to be eligible for a combination pregnancy disability/family care and medical leave, the eligibility requirements set forth at Section D above must be met.

2. Compensation During Leave

Leave necessitated by pregnancy, miscarriage, childbirth, and recovery therefrom shall be treated the same as sick leave. Accumulated sick leave shall be used first. After the accumulated leave is exhausted, the employee shall use any available differential pay sick leave.

The employee may also elect, or the District may require, the use of any other paid leave during the pregnancy disability/family care medical leave. Nothing in this policy shall require the District to provide paid sick leave or paid medical leave in any situation in which the District would not otherwise provide any such paid leave.

I. Effect of Family Care and Medical Leave on Industrial Accident or Illness Disability Leave

1. Leave Available

Leave taken under the industrial accident or illness disability policy set forth in BP 156.4 runs concurrently with family care and medical leave under both federal and state law. Eligible faculty may take a combination industrial accident or illness disability/family care and medical leave for a maximum total of twelve (12) work weeks of family care and medical leave. Upon termination of the sixty (60) days' industrial accident or illness leave, the faculty member must use accumulated sick leave and then differential sick leave to compensate for the difference in pay between the workers' compensation temporary disability payments and the faculty member's regular salary. At no time shall the faculty member receive more than his or her full salary.

J. Benefits and Reinstatement Pursuant to Combined Pregnancy Disability/Family Care and Medical Leave or Industrial Injury or Illness Disability/Family Care and Medical Leave

1. Benefits During Leave

The District shall maintain coverage under the group health plan in which the faculty member is enrolled for the amount of time the faculty member utilizes accumulated and differential pay sick leave. In addition, the District shall maintain coverage for a maximum of twelve (12) work weeks of unpaid leave taken pursuant to this policy. In some instances, the District may recover premiums it paid to maintain health coverage if the faculty member fails to return to work following a combination leave. A faculty member on a combination leave whose paid coverage ceases in accordance with this policy, may continue group health insurance coverage through the District in conjunction with federal COBRA guidelines by making monthly payments to the District for the amount of the relevant premium. The faculty member should contact Human Resource Services for further information.

2. Reinstatement

Faculty members returning from a combination leave shall be reinstated pursuant to the reinstatement rights set forth in Section E. However, if a faculty member returning from a combination leave is unable to perform the essential functions of the position because of a physical or mental condition, the District's obligations to that faculty member may be governed by the Americans With Disabilities Act.

K. Definitions

1. "Accrued Sick Leave" means days of sick leave the faculty member earned in previous school years and has not taken, thereby accruing a balance from year to year.
2. "Child" means a biological, adopted, or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis who is either (a) under eighteen (18) years old or (b) over eighteen (18) years old and incapable of self-care because of a mental or physical disability.
3. "Differential Pay Sick Leave" means the right to receive the difference between a faculty member's regular salary and the amount of money the District must pay a substitute to fill in for the faculty member in his or her absence.
4. "Employee Benefits" means all benefits provided or made available to faculty by the District, including group life insurance, health insurance, disability insurance, sick leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of the District.
5. "Employment in the Same Position" means employment in the position which the faculty member held prior to taking a family care and medical leave.
6. "Group Health Plan" means any plan provided or contributed by the District to provide health care (directly or otherwise) to the employers, employees, former employees, or the families of such employees or former employees.
7. "Health-Care Provider" means an individual:
    a. holding a physician's and surgeon's certificate or an osteopathic physician's and surgeon's certificate; or
    b. duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, who directly treats or supervises the treatment of the serious health condition; or
    c. who has been determined by the United States Secretary of Labor to be capable of providing health-care services under the Family and Medical Leave Act of 1993; or
    d. who is a certified Christian Science Practitioner.
8. "Industrial Accident and Illness" means a work-related injury or illness.
9. "Intermittent Leave" means a leave taken in separate blocks of time due to a single illness or injury and may include leave periods from one hour or more to several weeks.
10. "Member of immediate household" means a person whose regular residence is the home of the faculty member and who has resided with the faculty member for at least twelve (12) continuous months.
11. "Parent" means a biological, foster, or adoptive parent, a step-parent, a legal guardian, or someone who stood in loco parentis to an employee when the employee was a child.
12. "Reduced Leave Schedule" means a leave schedule that reduces the usual number of working hours per day or per week.
13. "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition which involves either of the following:
    a. inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility; or
    b. continuing treatment or continuing supervision by a health-care provider.
14. "Sick Leave" means days for which a faculty member is paid but is not required to work because of illness or injury.
15. "Spouse" means a husband or wife according to California law.

Legal References:
Family Medical Leave Act of 1993
California Family Rights Act of 1991, as amended October 5, 1993

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Lateral Transfer
Procedure

Lateral transfer under this policy is defined as a procedure whereby a tenured faculty member may transfer permanently from one faculty position to another in one of the following ways:

A. When a faculty vacancy is created by retirement, resignation, or other termination, a faculty member may request to transfer into that vacant position without competing with other candidates for the position. If a vacancy is created by a transfer and the position is to be filled, the vacant position shall be either 1) opened and advertised according to the standard procedure, or 2) filled with a lateral transfer.

B. When no vacancy exists, a faculty member may request a lateral transfer if the faculty member's current department/program (hereafter referred to as "Department A") agrees to transfer the position and the funding to another department/program (hereafter referred to as "Department B"). Both departments/programs must discuss the transfer and agree to it before it can proceed. If the transfer is approved, Department A reallocates the position and the funding to Department B.

A lateral transfer may constitute a full faculty load or a partial faculty load.

Process:

A. Human Resource Services notifies all tenured faculty of upcoming vacancies and the time frame during which requests must be submitted. No extensions of the time frames are allowed.

B. A tenured faculty member wishing to transfer must submit a letter of request to the Department Chair/Director of Department B. A copy of the request must be sent to the faculty member's current department chair and to the appropriate Dean(s). The letter of request must verify that the faculty member meets the minimum qualifications or the equivalent for the position.

C. All probationary and tenured faculty in Department B will meet to consider the request for transfer and make a recommendation to approve or deny the request.

D. Within 30 calendar days of receipt of the request for transfer, the Department Chair/Director of Department B will notify the faculty member, the Department A Chair/Director, and the appropriate Dean/s of the decision. The decision of Department B is final.

E. If the transfer is approved, the faculty member will have five (5) calendar days to make a final decision on whether to transfer or remain in the current department.

F. The Department Chair/Director of Department B will notify the appropriate Vice President and the Superintendent/President to submit the approved lateral transfer to the Governing Board for approval.

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Professional Development

Rationale

Institutional commitment to a program, which generates knowledge, skills, and creative work in the staff members' areas of professional activity, is important for three reasons:

Faculty know that, in order to provide the finest education for students of Palomar College, they must be current in their fields and have opportunities for general intellectual growth. However, time and other constraints limit the fulfillment of these essential professional needs. Faculty and students alike benefit in the classroom when this professional vitality is maintained.

The reputation of Palomar College as an excellent educational institution is enhanced by the prominence of faculty members' activities within their professional areas. With the close proximity of California State University's San Marcos campus, the most respectable, and perhaps the most effective, means for maintaining enrollments is the College's reputation for quality in the classroom and excellence throughout the institution. We cannot expect to cultivate such excellence consistently without systematic attention to professional development.

Effective communication on campus, and thus the efficiency of the institution, depends not only on formal structures but also on productive familiarity between people, allowing for the free expression of divergent perspectives and opinions. The respect for others that facilitates this openness can be developed as people work together on productive and fulfilling projects. The development of these relations is valuable within departments and programs, across disciplinary lines, and between administrative, faculty and classified elements on campus.

Relation to the College Calendar

Title 5, Part 6, Division 6, Chapter 8 of the Education Code requires that faculty have a minimum of 175 contractual days annually. Orientation day is an additional District-required day. Only 160 of these 176 days are required to be instructional days. The regulations permit as many as 15 days to be designated for staff development. Palomar College annually adopts an academic calendar specifying the days for classroom instruction and orientation day. The remaining days are reserved for professional-development activities and are arranged by each faculty member.

Participation in Professional Development Activities

The Professional Development Plan is intended to apply to all probationary and tenured faculty and adjunct and temporary faculty. Participation is required as a part of these employees' contractual responsibilities and is a consideration in tenure and evaluation decision. Others may participate in activities on a space-available basis.

Probationary/Contract Faculty must identify the appropriate number of noninstructional dates on their contracts. Professional development days are normally six hours long. A faculty member may request to include activities on instructional days as long as activities on instructional days do not replace that day's normal duties. The Professional Development Review Board develops guidelines for consistent approval of requests to use instructional days.

Counselors and librarians contract for the annually designated number of hours of professional development. Their professional development may occur on instructional dates as long as the activity does not conflict with job responsibilities and the required number of contracted days per year are identified in the department's records for each employee.

Faculty members on one-semester leave must account for half of the number of days and hours set aside for professional development for the year. Faculty on load-banked leave, however, account for the full number of days and hours for the year. Faculty with partial contracts must account for the same proportion of professional development days and hours.

Adjunct faculty must contract for professional development activities if they teach semester-length credit courses. The pay notice indicates the number of professional development hours that are assigned to each course. Usually, this will equal one week of classroom time. Adjunct faculty teaching eight-week classes that are equivalent to semester-length classes in total instructional hours and content and that have at least three units are assigned professional development hours and must submit a contract.

Administrators and Classified Staff are welcome to participate in professional development activities on a space-available basis by calling the professional development office. Supervisory approval may be required. Credit for professional growth may be requested through the appropriate Professional Growth Committee.

Students and family members may participate in certain activities on a space-available basis. Call the professional development office to request reservations for qualified guests.

Employees of specially funded programs may participate in activities; however, pay issues regarding attendance and participation is determined by the funding source.

Members of campuses participating in the North County Higher Education Alliance may participate on a space available basis. Call the professional development office to request reservations for qualified guests.

Self-Designed Activities
The following are appropriate kinds of activities for professional development. This list is divided into three areas, corresponding to the three objectives identified in the statement of policy. Specific projects that fall under these categories must be well planned, professionally appropriate, and described in detail on the professional development contract.

Category 1.Currency and Growth in One's Field

A. Prepare for conference and workshop presentations. Oral or written presentations to professional conferences, whether invited or a response to a call for papers, are included here.
B. Attend professional conferences and workshops. This is not limited to those who are presenters at the conference or workshop.
C. Create or learn to use computer-assisted instruction.
D. Write for publication. The topic must be related to the writer's field of expertise. Included are journal articles, popular magazine articles, scholarly books, textbooks, and other curricular materials. These projects would reflect the College's guidelines on publication.
E. Engage in constructive activities and original research in one's field or in a related field. This may be at a departmental or interdepartmental level, or it may be inter-institutional. The activities should be well defined and as specifically pre-planned as possible. Commercial and industrial site visits, journal research and evaluation, reading and analysis of books with implications for one's profession, and colloquium or symposium attendance and participation are examples of the possibilities.
F. Acquire foreign language skills. This includes only languages that directly enhance one's ability to work in his or her field.
G. Do course work in one's field. The course is typically upper-division or graduate level.
H. Create original works as they relate to the discipline. Composing music, paintings, sculptures, essays, short stories, novels, poetry, and film are examples of appropriate activities.

Category 2. Workplace Effectiveness

A. Develop skills in Writing Across the Curriculum.
B. Develop skills in Reading Across the Curriculum.

C. Develop skills in Critical Thinking in the classroom.
D. Develop and test skills and tools for evaluation of one's classroom/workplace effectiveness.
E. Revise curricula. While the development of a new course on campus is included, routine preparation of classroom structures, schedules, and readings is not. Nontraditional methods of delivery, such as distance learning, may be investigated.
F. Develop computer-software skills. These must be clearly related to one's work at the College.
G. Begin or maintain public school District outreach projects. These would provide information about the College or a program within the College.
H. Consult with other departments/offices on campus. This allows for program coordination and development of interdisciplinary courses. This includes adjunct faculty participation in department meetings for program coordination.
I. Examine educational/academic issues. This may occur in small groups on campus or at workshops and other off-campus events.
J. Visit business or commercial sites. The purpose may be to inquire about prospective employment for students (to identify industry's needs) or to develop an extension of a campus major or program.
K. Redesign and maintain physical facilities that are integral to educational tasks. This includes any renovation and updating of the Vocational Technology Division's equipment and shops that is best done by department personnel. It includes kiln and furnace rebuilding in the art department and laboratory redesign in the sciences. It excludes routine maintenance of general campus facilities and requires coordination with buildings and grounds and with administration for structural changes.
L. Assess library holdings. In consultation with the appropriate acquisitions librarian, periodic reassessment of both academic and nonacademic library holdings is desirable. The result of the investigation should be a written review and recommendation submitted to the Director of the Library.
M. Offer instructional or noninstructional programs for students. Noninstructional activities may include informing students about campus issues, working with them on solutions for campus problems, or participating with them in cultural events that have educational impact.
N. Participate in temporary job exchanges on campus or with another institution.
O. Observe a colleague's teaching to 1) prepare for teaching a course in a different specialty area, 2) learn successful teaching techniques, or 3) prepare for team teaching and interdisciplinary curriculum revisions.
P. Develop instructional media. For instance, producing special topic videos and slide presentations, writing storyboards or scripts for multimedia presentations, or writing workbooks and lab manuals would be appropriate activities.

Category 3. Organizational Dynamics

A. Restructure department or office organization and procedures to better serve instructional goals.
B. Create and implement professional development workshops for new, continuing, and part-time personnel.
C. Review articulation of courses or other cooperative efforts which relate to the California State University and the University of California systems and to local public school Districts.
D. Assess and improve the community relations of the College. This includes, but is not at all limited to, Speakers' Bureau activities and demographic studies.
E. Become informed about, and act on, changing regulations, legislation, and state programs which affect the College.
F. Participate in community college business at the state level. This includes the state Academic Senate and other community college associations and commissions.
G. Participate in the Instructor Advisement Program.
H. Advise students during the open registration process.
I. Gain the knowledge needed for effective service in the rotating positions of Faculty Senate President, Department Chair, Professional Development Coordinator, and Tenure and Evaluation Coordinator.

Workshops, Seminars, and Miniconferences

Activities are typically conceived, designed, implemented, and assessed by the people who engage in those activities. Groups or individuals may propose activities by describing the activity on the participating individuals' professional development contracts. Most people pursue self-designed group or individual activities for at least part of their professional development, since specific professional needs vary extensively and much of the work to be done requires such self-design.

Professional development workshops focus on professional, workplace, and institutional topics. Workshop proposals must be approved by the Professional Development Review Board before the workshop will be listed in the schedule. For inclusion in the workshop schedule for the following year, the coordinator must receive proposals by April 1.

Approval for travel and/or funding requires separate application through division deans.

Contracting Procedures

Submit a Contract

When approved, the professional development contract becomes part of the faculty member's regular employment contract. If a professional development contract is not submitted, professional development pay will be withheld from the final paycheck of the year/semester.

Annually, each probationary/contract/temporary faculty member proposes activities and specifies noninstructional hours for his or her own professional development on a contract form. Contracts are distributed with the annual program schedule through campus mail during May to contract faculty. Contracts are due by the end of the first week of September or prior to activities that occur during July and August. Activities must occur between July 1 and June 30.

Each semester, adjunct faculty propose activities for the designated number of hours, usually equivalent to one week of classroom time. Activities must occur during the semester indicated on the pay notice. Exceptions may be granted by the professional development review board for certain activities. The professional development contract is distributed with the pay notice and should be filled out and submitted to the professional development office. Contracts are due by the end of the first week of each semester. Confirmation that activities are completed are due by the first day of finals week during each semester.

NOTE: Approval for travel and/or funding requires separate application through the division deans or the staff development advisory committee.

Revise Contracts as Needed

A revised contract may be submitted at any time. For advance approval, submit a revised contract prior to the activity for which there is a proposed addition, deletion, or change. A new contract that supersedes the original contract must be submitted.

NOTE: Sick leave, personal leave and jury duty would require a change of contract to reschedule activities.

Confirm Completion of Approved Activities

A copy of the approved contract is returned to the faculty member. When all of the approved activities are completed, the completion is confirmed by signing the Contract Completion section of the copy. This signed copy of the form for the academic year ended must be received by the Professional Development Office by the end of the first week in May for probationary/contract faculty and by the first day of finals each semester for adjunct faculty. Extensions will be granted if an approved activity occurs after this completion deadline.

Unless an extension is appropriate, the final pay warrant for the semester/year will be withheld until completion is verified. If completion cannot be verified, the final pay warrant of the semester/year will not include payment for professional-development hours/days.

Evaluation and Planning

A summary of the evaluative responses and suggestions for future activities is produced annually. This information is compiled from contract evaluations and comments, review board members, and an annual needs assessment. By this means we evaluate our year's activities as required by Title 5 and acquire direction for workshops as well as for the self-designed projects that staff members undertake during the following academic year.

Professional Development Review Board

The Professional Development Review Board has established guidelines for the approval of professional development contracts and reviews those that request exceptions to these guidelines. The board also reviews the annual evaluation and guides the development of the annual program.

The review board is comprised of one member from each of the following areas: Arts and Languages Division (faculty); Human Arts and Sciences Division (faculty); Mathematics and the Natural and Health Sciences Division (faculty); Vocational Technology Division (faculty); Community Learning Resources Division (faculty) or one at-large faculty member; Student Services (faculty); Library (faculty); Senior Administration; and Adjunct Faculty. Five of the nine areas must be represented if professional development contracts are to be assessed.

The Senior Administrative position is filled through appointment by the Assistant Superintendent/Vice President for Instruction. The board members are appointed by the Faculty Senate's committee on committees. The term of service is three years.

Professional Development Coordinator

A. Term of Office

The Professional Development Coordinator is a tenured faculty member who is provided with eighty percent assigned time (10 months) for management of the Professional Development program. The Coordinator is appointed jointly by the Superintendent/President and the Faculty Senate every other year for a two calendar-year term. This position reports administratively to the Assistant Superintendent/Vice President for Instruction. Faculty members interested in serving will be invited to submit a letter of interest and a resume to the Faculty Senate Office no later than September 15 of the appointment year. Ideally, the call for applicants should be during the spring semester so that the newly appointed coordinator has the fall semester to shadow the outgoing coordinator. This position is limited to no more than four consecutive years of service. Incumbents wishing to serve more than a single appointment in this position must reapply for the second appointment.

B. Duties

Palomar College's Professional Development Coordinator is responsible for the coordination of our campus Professional Development Plan, approved in 1988 by Palomar College's Governing Board and the Chancellor's Office of the California Community Colleges to complement the flexible academic calendar.

The duties of the Professional Development Coordinator include:

1. Overseeing the contract and reporting procedures for staff members and communicating with them as necessary concerning their professional-development activities.
2. Developing professional development programs and workshops to meet identified needs.
3. Providing resources for staff and professional development activities.
4. Managing the teaching resources of Palomar College (which includes purchasing equipment and materials, maintaining records, and maintaining a balanced budget) and coordinating publication availability with the Library.
5. Coordinating activities with campus and community groups, including the North County Higher Education Alliance.
6. Ensuring that legal obligations and restrictions concerning staff development within the flexible calendar are observed.
7. Supervising the Professional Development Office, its staff and budget, maintaining records, maintaining a balanced budget, hiring and supervising support staff, and collaborating with the Tenure and Evaluation Review Coordinator.
8. Keeping the program dynamic (open to constructive change) while maintaining rigor and credibility, especially in regard to faculty perceptions.
9. Supporting professional and staff development throughout the campus, beyond the formal requirements of the Professional Development Plan.
10. Chairing the Professional Development Review Board.
11. Publishing an occasional newsletter highlighting professional development matters.
12. Presenting Palomar's approach to professional development at other campuses, at conferences, to the Governing Board, and to the Chancellor's Office while gathering information and ideas from these same sources.
13. Overseeing records of service-credit activities.
14. Co-Chair Contract Faculty Fall Orientation Day and Adjunct Fall and Spring Orientation Day, assisting in the coordinating, planning and implementation.

C. Evaluation

Performance Evaluation of the Professional Development Coordinator shall be conducted annually by the Professional Development Review Board.

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Reduced Workload
Guidelines for Eligibility Determination

The following guidelines are used to determine member eligibility for the Reduced Workload Program:

A. Will the employee have reached the age of 55 prior to participating in the reduced workload program?

B. Has the employee been employed in a full-time academic position for at least ten years?

C. Has the employee been continuously employed in a full-time academic position for the five consecutive school years immediately preceding entering the reduced workload program? (Sabbatical and other approved leaves do not constitute a break in service and are not used to compute the five years' full-time service requirement.)

If any of the above answers is No, the employee is not eligible to participate in the reduced workload program.

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Vacation

This section refers to 12-month administrators. For other procedures, refer to the Administrative Team Handbook.

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Evaluation

The policy and procedures described in the Palomar Community College District's Tenure and Evaluation Plan were developed by the Tenure and Evaluations Review Board, and submitted for approval to the Faculty Senate. The policy was then submitted to the Palomar Community College District Governing Board for approval. The policy and procedures have been developed in response to changes in the Education Code through Assembly Bill 1725 and revised Board policy 173.

Definitions

A. PROBATIONARY FACULTY (CONTRACT) are those faculty members who have tenure-track contracts for regular faculty positions and who have not yet been granted tenure by the District.

B. TENURED FACULTY (REGULAR) are those faculty members who have contracts for regular positions and who have been granted tenure by the District.

C. ADJUNCT FACULTY are those non-contractual, non-tenure-track faculty members whose assignments are no more than sixty percent of a full-time load. (Education Code section 87482.5)

D. TEMPORARY FACULTY are those non-tenure-track faculty members who have temporary contracts for faculty positions. (Education Code sections 87470, 87471, 87478, 87481, 87482)

Standards of Performance for Faculty

A. Instructors

1. The instructor shall establish a classroom environment to promote teaching and learning that respects the active role of the student as a learner.
2. The instructor shall meet classes as stipulated in the Class Schedule and maintain the office hours required by the administrative policies of the District.
3. The instructor shall demonstrate depth of academic preparation and subject area competency.
4. The instructor shall demonstrate subject area currency and be proficient in integrating new material into the classroom.
5. The instructor shall fairly and objectively teach the subject matter described in the Palomar College Catalog and Course Outline of Record.
6. The instructor shall present material in a clear, well-organized, and informative manner, using teaching methods and materials that are appropriate to the subject matter and to the needs of the students.
7. The instructor shall demonstrate effective communication skills in the classroom, presenting course material in an interesting and engaging manner.
8. The instructor shall maintain fair and clearly stated grading policies and provide fair and reasonably prompt evaluation of student work.
9. The instructor shall treat students with respect and tolerance, demonstrating patience and a willingness to help when needed and encouraging student participation and questions.
10. The instructor shall provide an environment where persons of diverse cultural and ethnic backgrounds become partners in learning, build on the strengths of their own cultural tradition, and respect, embrace, and learn from persons of other traditions.
11. The instructor shall demonstrate currency in the field and continued professional growth by participation in professional activities. Such activities may include but are not limited to completion of course work; attendance at workshops, seminars, or professional meetings; and participation in conference presentations, exhibits, curriculum development, research, publication, or community service.
12. The instructor shall demonstrate commitment to the College community and to education by participating in department/program meetings and activities, by participating on campus and department/program committees, by working cooperatively with faculty and staff, and by abiding by the standards of academic freedom. This commitment begins the first semester of employment.

13. The instructor who performs an administrative or supervisory service as part of the contract shall demonstrate skillful maintenance of the department/program that he or she supervises. The instructor will also stimulate and initiate appropriate changes within the department/program.

B. Counselors

1. The counselor shall establish an environment to promote teaching and learning that respects the active role of the student as a learner.
2. The counselor shall adhere to the weekly schedule of appointments submitted to the department chairperson/director.
3. The counselor shall demonstrate depth of knowledge, experience, and competency in the field.
4. The counselor shall demonstrate specialty area currency, familiarity with operations and services of the student services area, and proficiency in integrating new materials, ideas, and techniques into the work place.
5. The counselor shall present and communicate information fairly and objectively.
6. The counselor shall present and communicate information in a clear, well-organized manner, using appropriate methods and materials.
7. The counselor shall communicate with students and colleagues in ways that lead to their enhanced growth and productivity.
8. The counselor shall advise and counsel students in the areas of career goals, degree objectives, and life values.
9. The counselor shall treat students with respect and tolerance, demonstrating patience and a willingness to help when needed and encouraging student interaction.
10. The counselor shall provide an environment where persons of diverse cultural and ethnic backgrounds become partners in learning, build on the strengths of their own cultural tradition, and respect, embrace, and learn from persons of other traditions.
11. The counselor shall demonstrate currency in the field and continued professional growth by participation in professional activities. Such activities may include but are not limited to completion of course work; attendance at workshops, seminars, or professional meetings; and participation in conference presentations, exhibits, curriculum development, research, publication, or community service.
12. The counselor shall demonstrate commitment to the College community and to education by participating in department/program meetings and activities, by participating on campus and department/program committees, by working cooperatively with faculty and staff, and by abiding by the standards of academic freedom. This commitment begins the first semester of employment.
13. The counselor who performs an administrative or supervisory service as part of the contract shall demonstrate skillful maintenance of the department/program that he or she supervises. The counselor will also stimulate and initiate appropriate changes within the department/program.

C. Librarians

1. The librarian shall establish an environment to promote teaching and learning that respects the active role of the student as a learner.
2. The librarian shall be on duty in the library or wherever else the job assignment requires for the stipulated number of hours per week.
3. The librarian shall demonstrate depth of knowledge, experience and competency in the field.
4. The librarian shall demonstrate specialty area currency, familiarity with operations and services of the library, and proficiency in integrating new materials, ideas, and techniques into the work place.
5. The librarian shall present and communicate information fairly and objectively.
6. The librarian shall present and communicate information in a clear, well-organized, and informative manner, using appropriate methods and materials.
7. The librarian shall communicate with students and colleagues in ways that lead to their enhanced growth and productivity.
8. The librarian shall demonstrate reliability, accuracy, and productivity in completing work-related assignments.
9. The librarian shall treat students with respect and tolerance, demonstrating patience and a willingness to help when needed.
10. The librarian shall provide an environment where persons of diverse cultural and ethnic backgrounds become partners in learning, build on the strengths of their own cultural tradition, and respect, embrace, and learn from persons of other traditions.
11. The librarian shall demonstrate currency in the field and continued professional growth by participation in professional activities. Such activities may include but are not limited to

completion of course work; attendance at workshops, seminars, or professional meetings; and participation in conference presentations, exhibits, curriculum development, research, publication, or community service.

12. The librarian shall demonstrate commitment to the College community and to education by participating in department/program meetings and activities, by participating on campus and department/program committees, by working cooperatively with faculty and staff, and by abiding by the standards of academic freedom. This commitment begins the first semester of employment.
13. The librarian who performs an administrative or supervisory service as part of the contract shall demonstrate skillful maintenance of the department/program that he or she supervises. The librarian will also stimulate and initiate appropriate changes within the department/program.

Timeline for Tenure Review and Evaluations

Participants in the **Tenure Review and Evaluations Process** are identified through the four main faculty groups - **tenured, probationary, adjunct and temporary.** Each of these groups require a different procedure and manner of evaluation, described in detail within the Faculty Manual. Critical dates, by which forms are due, evaluations administered, schedules are met and committees formed are identified in a separate **calendar**, adopted by the **Tenure and Evaluations Review Board (TERB)** during the Fall and Spring semesters. Department chairs/directors and evaluations chairs are expected to comply with the dates set in the **TERB calendar.** Hence, the time line that follows is but a general guide.

AUGUST - SEPTEMBER

- **TERB office** reviews and submits to department chairs/directors lists of all faculty to be evaluated during the fall semester, the period in which all evaluations are expected to occur for the current academic year.
- Lists of faculty to be evaluated are verified, resolved and committees formed by department chairs and submitted to the **TERB office** for appropriate recording and filing.
- **TERB board** convenes and adopts calendar.
- All evaluations committee memberships finalized for faculty groups.
- Quantitative information prepared: Student evaluations packets distributed to department chairs/directors and evaluations committee chairs.
- Appropriate memoranda (directions to evaluations committee chairs) and the **TERB** adopted calendar distributed to all principal offices and personnel participating in the evaluations process.

OCTOBER - NOVEMBER

- Student evaluations administered to all faculty groups.
- Peer Review and/or workplace observations in progress for tenured faculty and probationary faculty members.
- Adjustments, etc., made in committee(s) memberships.
- All student evaluations completed and returned to **TERB office** by the last instruction day in **November** for scanning and typing of student's comments.

DECEMBER

- **TERB office** determines status of evaluations for all faculty groups.

JANUARY

- Scanned reports and typed comments for student evaluations returned to evaluations committee chairs in order to prepare final evaluations reports on tenured and probationary faculty.
- Scanned reports and typed comments for student evaluations returned to department chairs/directors for adjunct faculty.

FEBRUARY

- **TERB board** meets to adopt spring calendar.
- Completed reports on **probationary** faculty due in TERB office by **last teaching** day of **first week of month** in order to prepare for **March 15 (hire or not recommendation)** deadline.
- Completed reports on **tenured** faculty due in **TERB office** (see **critical dates calendar adopted by TERB).**
- Committees formed to address evaluations of **tenured** faculty missed during fall semester because of leave, illness or other mitigating circumstances.

MARCH

- Evaluation activities are in progress for **tenured, probationary** and newly hired **adjunct** faculty.

APRIL

- **TERB office** returns scanned reports and typed student comments to evaluations committee chairs to prepare final reports for tenured faculty evaluated in the spring.
- **Final (spring) reports** forwarded to **TERB** for appropriate administrative signatures.

MAY

- Return scanned reports and typed comments for student evaluations of adjunct faculty to department chairs/directors.
- Return scanned reports and typed comments for student evaluations of probationary faculty to evaluations committee chairs.

Procedures for Tenure and Evaluations Review of Probationary Faculty

A. Purpose

The tenure and evaluations review process is designed to ensure that the Palomar Community College District maintains a standard of excellence in what may be considered the final stage of the search and selection process. Granting tenure grants membership into the College community. Therefore, the decision to recommend the granting or denial of tenure is a more critical decision than the initial decision to hire. Hiring does not guarantee tenure. The recommendation to grant or deny tenure is based upon the careful scrutiny of a probationary faculty member's job performance during the tenure and evaluations review process.

The minimum degree requirement for tenure as a District faculty member is the bachelor's degree or equivalent from an accredited institution or an equivalent foreign degree. This requirement will apply to faculty teaching in vocational programs effective January 1, 1995.

The Governing Board may grant an exception to this policy when rare and compelling reasons justify such an exception and when the Tenure and Evaluations Review Board and the Faculty Senate recommend that an exception be granted.

Tenure and evaluations review is a four-year evaluation process intended for probationary faculty. They will be evaluated during the fall and spring semesters of their first three years and during the fall semester of their fourth year. The full evaluation process will be conducted during the fall semester of the first, second and fourth years of employment. During the spring semester of the first three years of employment and during the fall semester of the third year of employment, only student evaluations will occur, with the findings appropriately contributing to the decisions made during completion of the full evaluation process in the fall semesters of the second and fourth years of employment.

1. During the first year, the Governing Board will, by March 15, either 1) enter into a contract for the following academic year, or 2) not enter into a contract for the following academic year and state the reasons why. (Education Code sections 87608 and 87610)

2. During the second year, the Governing Board will, by March 15, either 1) enter into a contract for the following two academic years, or 2) not enter into a contract for the following academic year and state the reasons why. (Education Code sections 87608.5 and 87610)

3. During the fourth year, the Governing Board will, by March 15, either 1) grant tenure or 2) not employ the probationary employee as a tenured employee and state the reasons why. (Education Code sections 87609 and 87610) Because the decision to grant tenure must be made in time to meet the March 15 deadline, no student evaluations will be required during the spring semester of the fourth year.

The tenure and evaluations review process begins during the first month of the fall semester of a candidate's employment and concludes with either granting tenure or deciding not to rehire, in accordance with the provisions of Education Code sections 87608, 87608.5, 87609, 87610, and 87740.

All probationary faculty evaluation materials forwarded by the Tenure and Evaluations Review Coordinator are the responsibility of the Human Resources Office until tenure is granted. The materials become a permanent part of the faculty member's personnel file.

The peer review process in the evaluation of probationary faculty which is mandated by Education Code section 87663 is achieved through tenure and evaluations review committees.

B. Tenure and Evaluations Review Committee Membership

A tenure and evaluations review committee shall be formed for each probationary faculty member and shall consist of the following five voting members selected for four years:

1. The evaluee's department chair/program director or a designee from the department/program selected by the department/program. The original department chair/program director or designee shall continue to serve on the committee throughout the four-year process when feasible.
2. A tenured faculty member from within the evaluee's department/program, and preferably discipline, selected by the department/program. If department/program size or circumstances precludes this requirement, a tenured faculty member from a related discipline will be appointed by the Tenure and Evaluations Review Coordinator.
3. A tenured faculty member randomly selected by the Tenure and Evaluations Review Coordinator.
4. The evaluee's division dean or an administrative designee selected by the dean.
5. The appropriate assistant superintendent/vice president. The vice president need not be present at all meetings but shall meet with each committee prior to the completion of the annual committee recommendation.

If a committee member is unable to serve, a replacement shall be selected in accordance with the descriptions above. The evaluee may challenge either the randomly selected faculty member or the faculty member selected by the department/program by the deadline indicated in the Evaluations Calendar. In such a case, the department/program and/or the Tenure and Evaluations Review Coordinator in accordance with the descriptions above shall select a replacement.

Should a probationary faculty member have an assignment in two or more departments/programs he/she shall have a peer, chair/director, and/or dean from each department/program serve on the committee. Also, if the probationary faculty member has an assignment in two or more divisions, each division dean will review the Tenure and Evaluations Review Report.

C. Tenure and Evaluations Review Committee Chairperson

The department chair/program director or designee will serve as the committee chair. In the event of an assignment between two or more departments/programs, the department chair/program director or designee with the greatest contractual interest in the evaluee will serve as the committee chair. The committee chair shall:

1. Call the meetings.
2. Coordinate the activities of the committee to adhere to the Evaluations Calendar and contact the Tenure and Evaluations Review Coordinator if there are problems.
3. Collect and critically review the required and supporting evaluation materials.
4. Write the Tenure and Evaluations Review Report only after consultation with the members of the tenure and evaluations review committee.
5. Meet with the evaluee to discuss the results of the evaluation process. Committee members may attend.
6. Obtain the evaluee's and committee members' signatures on the Tenure and Evaluations Review Report.
7. Submit the Tenure and Evaluations Review Report complete with all supporting evaluation materials to the Tenure and Evaluations Review Coordinator on or before the deadline indicated in the Evaluations Calendar.
8. Represent the committee to the Tenure and Evaluations Review Board.

D. Tenure and Evaluations Review Committee Responsibilities

Each committee member shall:

1. Know the tenure and evaluations review process.
2. Attend tenure and evaluations review committee meetings.
3. Critically review the required and supporting evaluation materials.

The committee members shall:

1. Discuss the evaluation materials.
2. Assist the committee chairperson in writing the Tenure and Evaluations Review Report that describes the evaluee's job performance.
3. Suggest improvements as appropriate.
4. Recommend (in the first, second, and fourth years) that the evaluee be rehired, not be rehired, or be granted tenure, as appropriate. The tenure and evaluations review committee shall request

mediation by the Tenure and Evaluations Review Board when there is serious disagreement regarding the evaluation rating and/or employment recommendation.

5. Determine re-evaluation frequency to monitor progress in area(s) needing remediation.

In the event that suit is brought against any District employee as a result of participation in the tenure and evaluations review process, the District shall assume full responsibility for costs of legal defense and payment of compensatory damages. The District shall assume liability for payment of punitive damages awarded against a tenure and evaluations review committee member who acted within the course and scope of his or her District employment and who acted in good faith, without actual malice, and in the apparent best interests of the District if payment of the claim or judgment would be in the best interests of the District.

E. Criteria for Tenure and Evaluations Review

The Standards of Performance for Faculty form the specific criteria for tenure and evaluations review for each faculty position and are reflected in the evaluation forms.

The following information shall NOT be used in the tenure and evaluations review process, nor shall such material or information be referenced in any committee records:

1. Race, sex, color, age, religion, ancestry, creed, national origin, political beliefs, marital status, sexual orientation, medical condition, physical or mental disability, or Vietnam-era veteran status.
2. Anonymous letters or material with the exception of the student evaluations that are a component of the evaluation process.
3. Information that, in the judgment of the tenure and evaluations review committee, is unrelated to the evaluee's performance as specified in the Standards of Performance for Faculty.
4. The private life of an evaluee.

F. Method for Tenure and Evaluations Review

The committee members shall review:

1. The Professional Improvement Form submitted by the evaluee describing goals for student contact, institutional service, professional service and other activities. A copy of the evaluee's current approved Professional Development Contract must be attached to this form when submitted.
2. Materials submitted by the evaluee that are used in the classroom or work place, such as syllabi, exams, etc.
3. Evaluations by the appropriate constituency.

   For instructor evaluees, student evaluations are obtained from all contract classes being taught by the evaluee.

   For counselor evaluees, student evaluations are obtained from all contract classes, if any, being taught by the evaluee plus two sets of at least fifteen (15) student evaluations obtained following counseling sessions between the evaluee and students.

   For librarian evaluees, student evaluations are obtained from all contract classes, if any, being taught by the evaluee plus two sets of at least fifteen (15) student evaluations obtained following bibliographic instruction or small group orientations conducted by the evaluee.

   For unique job specifications and/or requirements which do not fit into the above classifications and patterns, the determination of the appropriate constituency and method of being evaluated by that constituency must be made by the department/program in conjunction with the Tenure and Evaluations Review Coordinator. The determination of the constituency and method of evaluation by that constituency must be approved by the appropriate dean, vice-president and the Tenure and Evaluations Review Board.
4. Classroom or work place observation by committee members beginning in the first semester of the tenure and evaluations review process. An observation report must be completed by each observer. During the full evaluations conducted in the fall semesters of the first, second, and fourth years, at least three committee members will make separate observations.
5. Written evaluation of the evaluee referencing the Standards of Performance for Faculty by the department chair/program director or designated supervisor to whom the candidate reports. Any department member who so chooses may also submit a signed written evaluation of the evaluee to the committee chair referencing the Standards of Performance for Faculty. The tenure and

evaluations review committee must receive this information by the deadline indicated in the Evaluations Calendar.

6. Additional material submitted by other faculty or staff members with information about an evaluee's job performance, based on significant personal experience, presented in a signed, written statement to the committee chair. The tenure and evaluations review committee must receive this information by the deadline indicated in the Evaluations Calendar.
7. Evaluation material that is part of the personnel file which is approved for review by the Associate Vice President of Human Resources and Affirmative Action in consultation with the dean, vice president, and/or the Tenure and Evaluation Review Coordinator when legally and ethically permissible.
8. When appropriate, an evaluee without a bachelor's degree may provide documentation and arguments of compelling reasons to justify granting tenure. The decision is subject to review and approval by the Tenure and Evaluations Review Board and requires approval by the Governing Board of the rationale for the request for an exception.

The following procedure will be implemented when any probationary faculty member's complete tenure evaluation is not in the Tenure and Evaluations Review Coordinator's office by February 1 or the following Monday if the first falls on a weekend.

Step 1: The Tenure and Evaluations Review Coordinator will request in writing an immediate meeting with the committee chair and appropriate dean. A copy of this request will be sent to the appropriate Vice President. The purpose of the meeting is to determine the reason for noncompliance with Education Code 87663 and through collaboration to develop a plan for completing the evaluation within ten (10) working days. It is crucial to complete probationary faculty evaluations in a timely manner as the decision to hire or not has to be made in time to meet the deadline for the March 15 notice by the Governing Board.

Step 2: If the complete evaluation is still not forthcoming after those ten (10) additional working days, the Tenure and Evaluations Review Coordinator will write a letter to the appropriate dean and vice president requesting that another committee chair be appointed and that the evaluation be completed immediately. A copy of that letter will be brought before the Tenure and Evaluations Review Board; at that time, additional recommendations may be made. By majority vote, the Tenure and Evaluations Review Board may recommend to the appropriate vice president that a letter reflecting these circumstances be placed in the personnel file of the committee chair and/or member(s) as appropriate. If the vice president does not concur with the Tenure and Evaluations Review Board recommendation, the vice president will communicate to the Tenure and Evaluations Review Board the reason(s) for the decision.

If in the judgment of the division dean, inconsistencies appear in the evaluation materials, then the evaluation must be referred back to the tenure review committee for clarification and reconsideration. If in the judgment of the division dean or the committee, issues remain, then the evaluation will be referred to the Tenure and Evaluations Review Board for mediation.

G. The Probationary Faculty Member

The evaluee will have access to all information used in the evaluation process. In order to protect the anonymity of students, written comments must be shared orally or be typed and given to the evaluee. The evaluee shall:

1. Know the tenure and evaluations review process.
2. Submit the Professional Improvement Form to the tenure and evaluations review committee chair by the deadline indicated in the Evaluations Calendar.
3. Submit materials used in the classroom or work place to the committee chair by the deadline indicated in the Evaluations Calendar.
4. Submit specific written goals and plans for addressing the targeted area(s) if the evaluation results in a needs improvement or an unsatisfactory rating.
5. Provide evidence that the problem(s) in the targeted area(s) has/(have) been corrected.

Procedures for Peer Review of Tenured Faculty

A. Purpose

The evaluation procedures for tenured faculty are designed to assist faculty in evaluating their own performances and to recognize and support excellence and to encourage improvement. Each faculty member is encouraged to identify and address areas for his/her own growth.

Tenured faculty evaluations occur every three years. They will normally occur in the fall semester. When circumstances prevent an evaluation from occurring in the fall semester, such as a faculty member being on leave, it will occur in the spring semester.

In the three year cycle of tenured faculty evaluations the relatively even distribution of evaluations in an individual department or program may fluctuate for various reasons. When this occurs, the department chairperson/program director may elect to reestablish a more even distribution by periodically scheduling tenured faculty for evaluation in two years rather than three. This can only be done with the concurrence of the tenured faculty being evaluated and must not involve any duress or pressure to concur.

The peer review process in the evaluation of tenured faculty which is mandated by Education Code section 87663 is achieved through peer review committees.

B. Peer Review Committee Membership

A peer review committee shall be formed for each tenured faculty member during every third academic year after the last academic year in which the faculty member was evaluated and shall consist of the following two members:

1. The department chair/program director or a designee from within the department/program and, if possible, from within the discipline.
2. A tenured faculty member selected by the evaluee or, when requested by the evaluee, a tenured faculty member randomly selected by the Tenure and Evaluations Review Coordinator.

Should a faculty member have an assignment in two or more departments/programs, he/she shall have a chair/director or designee from each department/program serve on the committee. Also, if the faculty member has an assignment in two or more divisions, then each division dean will review the Peer Evaluation Report.

C. Peer Review Committee Chairperson

The department chair/program director or designee will serve as the committee chair. In the event of an assignment between two or more departments/programs, the department chair/program director or designee with the greatest contractual interest in the evaluee will serve as the committee chair. The committee chair shall:

1. Call the meetings.
2. Coordinate the activities of the committee to adhere to the Evaluations Calendar and contact the Tenure and Evaluations Review Coordinator if there are problems.
3. Collect and critically review the required and supporting evaluation materials.
4. Write the Peer Evaluation Report only after consultation with the members of the peer review committee.
5. Meet with the evaluee to discuss the results of the evaluation process. Committee members may attend.
6. Obtain the evaluee's and the committee members' signatures on the Peer Evaluation Report.
7. Submit the Peer Evaluation Report complete with all supporting evaluation materials to the Tenure and Evaluations Review Coordinator, who will ascertain completeness and forward the packet for appropriate administrative review and signatures. These materials must be submitted by the deadline indicated in the Evaluations Calendar.
8. Represent the committee to the Tenure and Evaluations Review Board.

D. Peer Review Committee Responsibilities

Each committee member shall:

1. Know the peer review process.
2. Attend the peer review committee meetings.
3. Critically review the required and supporting evaluation materials.

The committee members shall:

1. Discuss the evaluation materials.
2. Assist the chairperson in writing a Peer Evaluation Report that describes the evaluee's job performance.
3. Assist the faculty member in establishing appropriate goals and an action plan when necessary.
4. Recommend an exceptional, very good, satisfactory, needs improvement, or unsatisfactory evaluation rating.
5. Require that any faculty member who receives an overall evaluation rating of needs improvement or unsatisfactory shall be reevaluated each subsequent semester until he/she achieves an overall satisfactory rating. A committee shall be established to develop a plan for extended monitoring of the evaluee's improvement. This committee shall include the evaluee,

the peer review committee chair, the department chair/program director, the appropriate division dean, and the Tenure and Evaluations Review Coordinator, all working to oversee an individualized program to facilitate the remediation process.

A maximum of four semesters is allowed for this process of formative assistance to improve the evaluation rating. If substantial progress is being made but additional time is needed to achieve a satisfactory rating, the Tenure and Evaluations Review Board will make a recommendation, based on evidence presented in each individual case, to the Governing Board which will make a final decision. If substantial progress is not being made, the peer review committee may recommend to the Governing Board, through the Tenure and Evaluations Review Board, that the faculty member be terminated.

In the event that suit is brought against any District as a result of participation in the peer review process, the District shall assume full responsibility for costs of legal defense and payment of compensatory damages. The District shall assume liability for payment of punitive damages awarded against a peer review committee member who acted within the course and scope of his or her District employment and who acted in good faith, without actual malice, and in the apparent best interests of the District if payment of the claim or judgment would be in the best interests of the District.

E. Criteria for Peer Review

The Standards of Performance for Faculty form the specific criteria for evaluation of tenured faculty, and are reflected in the evaluation forms.

The following information shall NOT be used in the peer review process, nor shall such material or information be referenced in any committee records:

1. Race, sex, color, age, religion, ancestry, creed, national origin, political beliefs, marital status, sexual orientation, medical condition, physical or mental disability or Vietnam-era veteran status.
2. Anonymous letters or material with the exception of the student evaluations that are a component of the evaluation process.
3. Information that, in the judgment of the peer review committee, is unrelated to the evaluee's performance as specified in the Standards of Performance for Faculty.
4. The private life of an evaluee.

F. Method for Peer Review

The committee members shall review:

1. The Professional Improvement Form submitted by the evaluee describing goals for student contact, institutional service, professional service, and other activities. A copy of the evaluee's current approved Professional Development Contract must be attached to this form when submitted.
2. Materials submitted by the evaluee that are used in the classroom or work place, such as syllabi, exams, etc.
3. Three evaluations by the appropriate constituency.
   For instructor evaluees, student evaluations from two contract classes and a peer review component comprise the appropriate constituency. (See section H.)
   a. For faculty who serve in more than one department/program, the student evaluation should include a class from each department/program, if possible.
   b. Where possible, the evaluations should not include students from a lecture section and the same related laboratory.

   For counselor evaluees, student evaluations are obtained from one contract class, if one is being taught by the evaluee plus one set of at least fifteen (15) student evaluations obtained following counseling sessions between the evaluee and students. If no contract classes are being taught by the evaluee, then two sets of at least fifteen (15) student evaluations are obtained following counseling sessions between the evaluee and students. Each counselor must also select a peer review component. (See section H.)

   For librarian evaluees, student evaluations are obtained from one contract class, if one is being taught by the evaluee plus one set of at least fifteen (15) student evaluations obtained following bibliographic instruction or small group orientations conducted by the evaluee. If no contract classes are being taught by the evaluee, then two sets of at least fifteen (15) student evaluations are obtained following tours or small group orientations conducted by the evaluee. Each librarian must also select a peer review component. (See section H.)

For unique job specifications and/or requirements which do not fit into the above classifications and patterns, the determination of the appropriate constituency and method of being evaluated by that constituency will be made by the department/program in conjunction with the Tenure and Evaluations Review Coordinator. The determination of the constituency and method of evaluation by that constituency must be approved by the appropriate dean, vice-president and the Tenure and Evaluations Review Board.

4. Additional material submitted by other faculty or staff members about an evaluee's job performance, based on significant personal experience, presented in a signed, written statement to the committee chair. The peer review committee must receive this information by the deadline indicated in the Evaluations Calendar.
5. Evaluation material that is part of the personnel file which is approved for review by the Associate Vice President of Human Resources and Affirmative Action in consultation with the dean, vice president, and/or the Tenure and Evaluation Review Coordinator when legally and ethically permissible.

If, in the judgment of the division dean, inconsistencies appear in the evaluation materials, then the evaluation must be referred back to the peer review committee for clarification and reconsideration. If in the judgment of the division dean or the committee, issues remain, then the evaluation will be referred to the Tenure and Evaluations Review Board for mediation.

The following procedure will be implemented when any tenured faculty member's complete peer evaluation is not in the Tenure and Evaluations Review Coordinator's office by February 20 or the following Monday if the 20th falls on a weekend.

Step 1: The Tenure and Evaluations Review Coordinator will contact the committee chair to determine the reason the evaluation is incomplete and offer assistance to complete the task. The Tenure and Evaluations Review Coordinator, the committee chair, and the evaluee will mutually agree upon, and set in writing, a new completion deadline not to extend more than 15 working days beyond the February 20 due date.

Step 2: If the complete evaluation is not in the Tenure and Evaluations Review Coordinator's office by the date mutually set during the above contact, a memo will be sent to the evaluee, committee chair, and members of the committee requesting them to meet with the Tenure and Evaluations Review Coordinator as soon as possible to explain the reasons for the further delay. A copy of this memo will be sent to the appropriate division dean and vice president.

Step 3: If the complete evaluation is still not forthcoming by the agreed upon date after the specially convened meeting described in step 2, the Tenure and Evaluations Review Coordinator will write a report about the unreasonable delay. Any portions of the evaluation that have been completed will be attached to the report.

The report will not be an evaluation of the evaluee but rather an assessment of the situation and why the committee is not in compliance with Education Code 87663.

This action will automatically result in the completion of the evaluation of the evaluee during the subsequent semester by the original committee members.

The Tenure and Evaluations Review Coordinator's report, stating the reasons for delay and recommendations, will be brought before the Tenure and Evaluations Review Board. The Tenure and Evaluations Review Board may make additional recommendations and may, by majority vote, request that the appropriate vice president place a letter in the personnel file of the committee chair and/or committee member.

If in the judgment of the division dean, inconsistencies appear in the evaluation materials, then the evaluation must be referred back to the peer review committee for clarification and reconsideration. If in the judgment of the division dean or the committee, issues remain, then the evaluation will be referred to the Tenure and Evaluations Review Board for mediation.

G. The Tenured Faculty Member

The evaluee will have access to all information used in the evaluation process. In order to protect the anonymity of students, written comments must be shared orally or be typed and given to the evaluee.

The evaluee may initiate due process proceedings at any time. (Refer to Governing Board Policy 177 for policy and procedure.)
The evaluee shall:

1. Know the peer review process.
2. Submit the Professional Improvement Form to the peer review committee chair by the deadline indicated in the Evaluations Calendar.
3. Select a tenured faculty member to serve on the peer review committee or ask the Tenure and Evaluations Review Coordinator to randomly select a faculty member to serve.
4. Select two of his/her classes for evaluation by students. (See section H.)
5. Select one peer evaluation. (See section H.)
6. Submit materials used in the classroom or work place to the committee chair by the deadline indicated in the Evaluations Calendar.
7. Submit specific written goals and plans for addressing the targeted area(s) if the evaluation results in a needs improvement or an unsatisfactory rating.
8. Provide evidence that the problem(s) in the targeted area(s) has/(have) been corrected.

H. Options for Evaluation

The faculty member who is being evaluated must have student evaluations from two different classes. He/She must choose the desired method for both classes from the list given below and may use the same method for each class. The faculty member must also have one peer evaluation. He/She must choose the desired method of peer evaluation from the list given below.

Options for Student Evaluation

1. Evaluation by the appropriate constituency
   Evaluations are administered to the appropriate constituency by a committee member or a faculty/staff designee. Standard forms for instructors, counselors, and librarians have been approved. Alternative forms must be submitted to the Tenure and Evaluations Review Board for approval prior to implementation.
2. Small Group Instructional Feedback
   A committee member agrees to facilitate a group interview with one of the evaluee's classes, at which time the following questions are asked, along with any others the committee member deems necessary: What have you liked most about this course? What has the instructor done that has helped you to learn the material? What have you liked least? How can the instructor enhance your learning? The facilitator must summarize, type, and give the students' comments to the evaluee so that the evaluee can respond directly to the students about their comments.
3. Unit Evaluations given in a single course
   Unit evaluations are short evaluations administered by a committee member to students at least three times during the semester in a course chosen by the evaluee. The first evaluation occurs during the first four weeks of the semester. The second and third evaluations may be spaced as desired by the instructor. These evaluations ask each student the following questions, along with any others the committee member deems necessary: What have you liked most about this course? What has the instructor done that has helped you to learn the material? What have you liked least? How can the instructor enhance your learning? After each evaluation session, the committee member must type and give the students' comments to the instructor immediately so that the suggestions may be addressed in the classroom.
4. An alternative method approved by the Tenure and Evaluations Review Board prior to implementation.

Options for Peer Evaluation

1. Classroom or work place observation by a committee member.
   Arrangements are made with the evaluee for a member of the peer review committee to observe the evaluee in the classroom or in the work place. After this observation, the committee member will complete an observation form assessing the evaluee's job performance and offering suggestions for improvement if needed. Job-specific observation forms may be created and must be approved by the Tenure and Evaluations Review Board prior to implementation.
2. Team Evaluation
   A team evaluation may be chosen when two or more faculty members teach a class together with opportunity for mutual observation and participation. One of the faculty members with whom the evaluee teaches will complete an evaluation form assessing the evaluee's job performance and offering suggestions for improvement if needed.
3. Video Evaluation
   The evaluee will provide the committee with a videotape of himself or herself making a job-related presentation. After the evaluee and one or more committee members as chosen by the evaluee have viewed and discussed the tape, the committee member(s) will complete a

Classroom and/or Video Observation Form assessing the faculty member's job performance and offering suggestions for improvement if needed..

4. Teaching Portfolio
The teaching portfolio is a collection of materials documenting teaching performance. The portfolio might include course materials that reflect how instructors are evaluating/assessing student learning, course syllabi, samples of written assignments, descriptions of class activities, descriptions of innovations attempted, and curriculum development examples; material from others such as peer evaluations and letters of recommendation; student evaluations, and summaries of research, course work, or publications.
5. An alternative method approved by the Tenure and Evaluations Review Board prior to implementation.

Procedures for Evaluation Review of Temporary and Non-Tenure Track Faculty

A. Purpose

The evaluation process for temporary and non-tenure track faculty is performed within the first two semesters of employment and at least once every three years thereafter. Evaluation is designed to provide meaningful feedback on job performance to both the evaluee and the appropriate department/program.

All faculty evaluation materials forwarded by the Tenure and Evaluations Review Coordinator are the responsibility of the Human Resources Office. The materials become a permanent part of the faculty member's personnel file.

B. Evaluation Review Committee Membership

An evaluation review committee shall be formed for each temporary and non-track faculty member and shall consist of the following five voting members:

1. The evaluee's department chair/program director or a designee from the department/program selected by the department/program.
2. A tenured faculty member from within the evaluee's department/program, and preferably discipline, selected by the department/program. If department/program size or circumstances precludes this requirement, a tenured faculty member from a related discipline will be appointed by the Tenure and Evaluations Review Coordinator.
3. A tenured faculty member randomly selected by the Tenure and Evaluations Review Coordinator.
4. The evaluee's division dean or an administrative designee selected by the dean.
5. The appropriate assistant superintendent/vice president. The vice president need not be present at all meetings but shall meet with each committee prior to the completion of the committee recommendation.

The evaluee may challenge either the randomly selected faculty member or the faculty member selected by the department/program by the deadline indicated in the Evaluations Calendar. In such a case, the department/program and/or the Tenure and Evaluations Review Coordinator in accordance with the descriptions above shall select a replacement.

Should a temporary or non-tenure track faculty member have an assignment in two or more departments/programs he/she shall have a peer, chair/director, and/or dean from each department/program serve on the committee. Also, if the temporary or non-tenure track faculty member has an assignment in two or more divisions, each division dean will review the Evaluation Review Report.

C. Evaluation Review Committee Chairperson

The department chair/program director or designee will serve as the committee chair. In the event of an assignment between two or more departments/programs, the department chair/program director or designee with the greatest contractual interest in the evaluee will serve as the committee chair. The committee chair shall:

1. Call the meetings.
2. Coordinate the activities of the committee to adhere to the Evaluations Calendar and contact the Tenure and Evaluations Review Coordinator if there are problems.
3. Collect and critically review the required and supporting evaluation materials.

4. Write the Evaluation Review Report only after consultation with the members of the evaluation review committee.
5. Meet with the evaluee to discuss the results of the evaluation process. Committee members may attend.
6. Obtain the evaluee's and committee members' signatures on the Evaluation Review Report.
7. Submit the Evaluation Review Report complete with all supporting evaluation materials to the Tenure and Evaluations Review Coordinator on or before the deadline indicated in the Evaluations Calendar.
8. Represent the committee to the Tenure and Evaluations Review Board.

D. Evaluation Review Committee Responsibilities

Each committee member shall:

1. Know the evaluation review process.
2. Attend evaluation review committee meetings.
3. Critically review the required and supporting evaluation materials.

The committee members shall:

1. Discuss the evaluation materials.
2. Assist the committee chairperson in writing the Evaluation Review Report that describes the evaluee's job performance.
3. Suggest improvements as appropriate.
4. Recommend an exceptional, very good, satisfactory, needs improvement, or unsatisfactory evaluation rating. The evaluation review committee shall request mediation by the Tenure and Evaluations Review Board when there is serious disagreement regarding the evaluation rating.
5. Determine re-evaluation frequency to monitor progress in area(s)needing remediation.

In the event that suit is brought against any District employee as a result of participation in the evaluation review process, the District shall assume full responsibility for costs of legal defense and payment of compensatory damages. The District shall assume liability for payment of punitive damages awarded against an evaluation review committee member who acted within the course and scope of his or her District employment and who acted in good faith, without actual malice, and in the apparent best interests of the District if payment of the claim or judgment would be in the best interests of the District.

E. Criteria for Evaluation Review

The Standards of Performance for Faculty form the specific criteria for evaluation review for each faculty position and are reflected in the evaluation forms.

The following information shall NOT be used in the evaluation review process, nor shall such material or information be referenced in any committee records:

1. Race, sex, color, age, religion, ancestry, creed, national origin, political beliefs, marital status, sexual orientation, medical condition, physical or mental disability, or Vietnam-era veteran status.
2. Anonymous letters or material with the exception of the student evaluations that are a component of the evaluation process.
3. Information that, in the judgment of the evaluation review committee, is unrelated to the evaluee's performance as specified in the Standards of Performance for Faculty.
4. The private life of an evaluee.

F. Method for Evaluation Review

The committee members shall review:

1. The Professional Improvement Form submitted by the evaluee describing goals for student contact, institutional service, professional service and other activities.
2. A copy of the evaluee's current approved Professional Development Contract and materials submitted by the evaluee that are used in the classroom or work place, such as syllabi, exams, etc.
3. Evaluations by the appropriate constituency

   For instructor evaluees, student evaluations are obtained from all contract classes being taught by the evaluee.

For counselor evaluees, student evaluations are obtained from all contract classes, if any, being taught by the evaluee plus two sets of at least fifteen (15) student evaluations obtained following counseling sessions between the evaluee and students.

For librarian evaluees, student evaluations are obtained from all contract classes, if any, being taught by the evaluee plus two sets of at least fifteen (15) student evaluations obtained following bibliographic instruction or small group orientations conducted by the evaluee.

For unique job specifications and/or requirements which do not fit into the above classifications and patterns, the determination of the appropriate constituency and method of being evaluated by that constituency must be made by the department/program in conjunction with the Tenure and Evaluations Review Coordinator. The determination of the constituency and method of evaluation by that constituency must be approved by the appropriate dean, vice-president and the Tenure and Evaluations Review Board.

4. Classroom or work place observation by committee members. An observation report must be completed by each observer. At least three committee members will make separate observations.
5. Written evaluation of the evaluee referencing the Standards of Performance for Faculty by the department chair/program director or designated supervisor to whom the candidate reports. Any department member who so chooses may also submit a signed written evaluation of the evaluee to the committee chair referencing the Standards of Performance for Faculty. The tenure and evaluations review committee must receive this information by the deadline indicated in the Evaluations Calendar.
6. Additional material submitted by other faculty or staff members with information about an evaluee's job performance, based on significant personal experience, presented in a signed, written statement to the committee chair. The tenure and evaluations review committee must receive this information by the deadline indicated in the Evaluations Calendar.
7. Evaluation material that is part of the personnel file which is approved for review by the Associate Vice President of Human Resources and Affirmative Action in consultation with the dean, vice president, and/or the Tenure and Evaluation Review Coordinator when legally and ethically permissible.

The following procedure will be implemented when any temporary or non-tenure track faculty member's complete evaluation is not in the Tenure and Evaluations Review Coordinator's office by the deadline indicated in the Evaluations Calendar.

Step 1: The Tenure and Evaluations Review Coordinator will request in writing an immediate meeting with the committee chair and appropriate dean. A copy of this request will be sent to the appropriate Vice President. The purpose of the meeting is through collaboration to develop a plan for completing the evaluation within ten (10) working days.

Step 2: If the complete evaluation is still not forthcoming after those ten (10) additional working days, the Tenure and Evaluations Review Coordinator will write a letter to the appropriate dean and vice president requesting that another committee chair be appointed and that the evaluation be completed immediately.

If in the judgment of the division dean, inconsistencies appear in the evaluation materials, then the evaluation must be referred back to the evaluation review committee for clarification and reconsideration. If in the judgment of the division dean or the committee, issues remain, then the evaluation will be referred to the Tenure and Evaluations Review Board for mediation.

G. The Temporary or Non-Tenure Faculty Member

The evaluee will have access to all information used in the evaluation process. In order to protect the anonymity of students, written comments must be shared orally or be typed and given to the evaluee.

The evaluee shall:

1. Know the evaluation review process.
2. Submit the Professional Improvement Form to the evaluation review committee chair by the deadline indicated in the Evaluations Calendar (non-tenure track only).

3. Submit a copy of the evaluee's current approved Professional Development Contract and materials used in the classroom or work place to the committee chair by the deadline indicated in the Evaluations Calendar.
4. Submit specific written goals and plans for addressing the targeted area(s) if the evaluation results in a needs improvement or an unsatisfactory rating.
5. Provide evidence that the problem(s) in the targeted area(s) has/(have) been corrected.

Tenure and Evaluations Review Board

A. Tenure and Evaluations Review of Probationary Faculty

The Tenure and Evaluations Review Board is a standing operational committee reporting to the Superintendent/President.

The Tenure and Evaluations Review Board will critically review all probationary faculty evaluations that result in an overall rating of needs improvement or unsatisfactory in order to assure that they comply in substance with the evaluation plan and procedures and that they are complete and consistent. The decision of whether the Tenure and Evaluations Review Report conforms to the evaluation plan and procedures will be determined by a majority vote of the Tenure and Evaluations Review Board.

The Tenure and Evaluations Review Board will review the documentation and arguments provided by an evaluee of compelling reasons to justify granting tenure without possession of a bachelor's degree and will inform the Governing Board of the rationale for the exception.

The Tenure and Evaluations Review Board meets twice a month to discuss and act on requests for changes to the written evaluation plan, to annually review and revise, if necessary, the policy and procedures on tenure and evaluation, to develop plans for continuing improvement of all phases of the existing evaluation plan including forms, to discuss research and initiate experiments, to refine and improve the evaluation process, and to consider problems, complaints, and concerns of the faculty.

B. Peer Review of Tenured Faculty

The Tenure and Evaluations Review Board will review evaluations of tenured faculty in the following circumstances:

1. The peer review committee recommends an overall rating of needs improvement or unsatisfactory
2. The peer review committee refers the evaluation to the Tenure and Evaluations Review Board.
3. The division dean refers the evaluation to the Tenure and Evaluations Review Board. This step is taken only when, in the judgment of the dean, an inconsistency exists between the committee's recommendation and the evaluation materials accompanying it. When such an inconsistency occurs, the evaluation will be returned to the peer review committee for further explanation and support of the recommendation. If the inconsistency remains, the evaluation is referred to the Tenure and Evaluations Review Board.

When evaluations are referred, the Tenure and Evaluations Review Board will review the evaluation materials, request more information if deemed necessary, and meet with the peer review committee to reach a consensus. If an evaluee receives an overall recommendation of needs improvement or unsatisfactory, the peer review committee must attach a plan for remedying the deficiencies prior to sending the evaluation packet for administrative signatures. This plan must be a specific written plan for the evaluee's improvement that lists methods, workshops or classes for achieving a satisfactory performance. This plan may be developed cooperatively, and must be acceptable to the evaluee and the Tenure and Evaluations Review Board, which will review all of the evaluation materials, the plan, and require additional information if deemed necessary.

The committee will also establish a four-semester time frame for improvement. The evaluee must agree to follow the plan and time established. During the subsequent evaluation cycle, the areas that were previously identified as needing improvement will be carefully reviewed and considered.

If the formative reevaluations do not show improvement, the evaluee will be placed on notice that his/her performance is unsatisfactory. An evaluation will be scheduled for the academic year following the continued unsatisfactory rating, and if this evaluation does not result in an overall satisfactory evaluation rating in the deficient area(s), the peer review committee may recommend to the Tenure and Evaluations Review Board that the faculty member be terminated.

If the Tenure and Evaluations Review Board's decision after the subsequent evaluation is to recommend a satisfactory rating, then the evaluee and the peer review committee will be notified, and the faculty member will be evaluated in three years in accordance with Education Code section 87663.

If the peer review committee finds that the subsequent evaluation results warrant an unsatisfactory evaluation rating, the Tenure and Evaluations Review Board will recommend dismissal to the Governing Board in time to meet the agenda deadline for Governing Board action by March 15. Dismissal of tenured faculty is the responsibility of the Governing Board in accordance with Education Code section 87732.

The Tenure and Evaluations Review Board shall comply with Education Code section 87031 regarding information to be used in the evaluation process and the evaluee's access to all information used in the evaluation process.

The faculty member being evaluated may initiate due process proceedings at any time. (Refer to Governing Board Policy 177 for policy and procedures.)

C. Tenure and Evaluations Review Board Membership
Membership on the Tenure and Evaluations Review Board is comprised of one administrator, one At Large faculty member, and one faculty member from each of the following areas: Human Arts and Sciences; Media, Business and Community Services; Arts and Languages; Mathematics and the Natural and Health Sciences; Vocational Technology; Counseling or Library/Media Center or Student Support Programs.

With the exception of the administrative position, which is filled by the Assistant Superintendent/Vice President for Instruction or designee, the Tenure and Evaluations Review Board members are chosen for a renewable two-year term by a vote of the faculty from the respective areas. The At Large position and one position each in Human Arts and Sciences and Media, Business and Community Services are filled at the end of the spring semester of odd-numbered years. One position each in Arts and Languages, Mathematics and the Natural and Health Sciences, Vocational Technology, and Counseling or Library/Media Center or Student Support Programs is filled at the end of the spring semester of even-numbered years. The Faculty Senate Elections Committee will solicit nominations from within the appropriate divisions and will conduct the election process to fill vacancies on the Tenure and Evaluations Review Board and to elect an alternate for each position. If an elected faculty member is unable to fulfill the term of office, the elected alternate will automatically be named as the replacement for the Tenure and Evaluations Review Board position to serve the remainder of the term.

If the Tenure and Evaluations Review Board must review a Tenure and Evaluations Review Board member's evaluation, the Assistant Superintendent/Vice President for Instruction will appoint a temporary replacement member for the duration of that review.

At least six members and the Tenure and Evaluations Review Coordinator must be present if decisions regarding tenure or evaluation reports are to be made.

The Tenure and Evaluations Review Coordinator will serve as chairperson of the Tenure and Evaluations Review Board.

Tenure and Evaluations Review Coordinator

A. Term of Office
The Tenure and Evaluations Review Coordinator is a tenured faculty member who is provided with eighty percent assigned time (10 months) in order to manage the Tenure and Evaluations program. The Coordinator is appointed each year jointly by the Superintendent/President and the Faculty Senate. This position reports administratively to the Assistant Superintendent/Vice President for Instruction. The Coordinator's performance is evaluated by the Tenure and Evaluations Review Board. This position is limited to no more than three consecutive years of service. Faculty members interested in serving may submit a letter of interest and a resume to the Faculty Senate Office no later than February 15 of each year. Incumbents wishing to serve more than a single year in this position must reapply each year.

B. Duties
The duties of the Tenure and Evaluations Review Coordinator include:

1. Chairing the Tenure and Evaluations Review Board.
2. Coordinating all faculty evaluations.
3. Conducting tenure and evaluations review and peer review workshops for faculty.

4. Conducting tenure and evaluations review orientations for new faculty.
5. Developing materials that describe procedures and answer questions about the evaluation processes.
6. Developing evaluation methods and forms that conform to the standards of performance for each position.
7. Monitoring the progress of tenure and evaluations review for all probationary faculty.
8. Appointing randomly selected faculty to tenure and evaluations review committees and peer review committees when needed.
9. Monitoring the department evaluations of all temporary and adjunct faculty.
10. Maintaining records of the tenure and evaluations, and peer review processes.
11. Notifying tenured faculty of when their peer reviews must occur.
12. Monitoring the progress of all peer review committees.
13. Submitting final signed evaluations for tenured faculty to Human Resources and sending a copy to the faculty evaluee.
14. Writing a year-end report.
15. Collaborating with the Professional Development Coordinator to develop programs that support and encourage each faculty member's effectiveness.
16. Maintaining a balanced budget.
17. Hiring, training, and supervising support staff.

C. Evaluation
Performance evaluation of the Tenure and Evaluations Review Coordinator shall be conducted annually by the Tenure and Evaluations Review Board.

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Faculty Hiring Procedures
Establishing the Position

A. New faculty positions are identified by the department/program and submitted through an established procedure to the Staff Priorities Committee.

B. The Staff Priorities Committee reviews and evaluates all new position requests to develop a priority list of positions to be funded.

Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new faculty position. Please write a narrative addressing these criteria as well as any other factors that are believed to be relevant in substantiating the need for a new faculty position. These criteria will be used as guides for the Staff Priorities Committee in recommending the order of establishing positions across the College as a whole.

It is expected that the request to establish a new position will initiate with the individual departments which will prepare the rationale in support of new positions. These requests should then be reviewed by the division deans, who will also contribute to the request by indicating how high a priority the dean would assign to the request given requests received from throughout the division. Similarly, the division dean should submit the request to the appropriate vice president who will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.

These are the criteria which should be addressed in each proposal:

- 75/25 ratio (i.e., full-time to adjunct faculty ratio)
- average class size in the department/program
- WSCH/FTE ratio
- number of sections offered each semester
- number of adjunct faculty employed each semester
- position's inclusion in the five-year plan for the department/program
- professional standards for staffing
- course requirements
- program growth or demand
- District goals and objectives
- safety considerations
- external regulatory agency requirements or standards
- technological or other changes requiring the hiring of faculty with special skills
- scarcity of qualified adjunct faculty
- any other relevant factors specific to the department's/program's needs not included above

These criteria are not in priority order and all need not be addressed.

C. The Staff Priorities Committee forwards its recommendations to the Superintendent/President and the Budget Development Committee.

D. After the Budget Development Committee identifies the available funds for new positions, the Superintendent/President submits a list of new position recommendations to the Governing Board for approval.

E. Replacement positions require the approval of the Superintendent/President.

Recruitment

A. The position announcement is developed through a collaborative process involving the department/program, appropriate administrators, and Human Resource Services.

B. Human Resource Services provides technical assistance including the identification of recruitment areas, appropriate advertising media, and verification of compliance with affirmative action requirements.

C. The position announcement must include the following:

1. A description of the position duties and responsibilities including a statement of required participation in department/program activities and College governance;
2. Minimum qualifications:
    a. as determined by the department/program in accordance with Education Code Section 87356. Additional desirable qualifications that are job related and support the responsibilities of the position may be included. Such qualifications will be monitored by the Affirmative Action Officer for adverse impact;
    b. a statement in accordance with Education Code section 87360 that requires that all applicants be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students. Departments/programs may require applicants to explain or submit written materials that provide evidence of such understanding;
    c. provision for presentation of qualifications that are equivalent to the minimum qualifications.
3. Legal qualifiers established by Human Resource Services to comply with federal, state, and District regulations.
4. The position announcement must be approved by the Department Chair/Director, the Dean, the appropriate Vice President, and the Affirmative Action Officer.

Advertising

A. Positions are open and advertised for a minimum of eight weeks. In unusual or extenuating circumstances, the time frame may be reduced to not less than six weeks with the approval of the appropriate Vice President.

B. Position announcements are mailed to colleges, universities, and organizations committed to referring applicants from under-represented groups. In addition, positions are advertised locally and in professional publications recommended by the Selection Committee and/or the Department Chair/Director. Every effort is made to recruit qualified applicants from historically under-represented groups including the utilization of the Chancellor's Office Diversity Registry.

C. As part of the recruitment process, departments/programs are expected to contact appropriate organizations to assist in identifying qualified candidates and to disseminate information regarding the position.

Applications

A. Human Resource Services accepts applications and supplemental materials until 4:30 p.m. on the closing date.

B. Applications which do not meet minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee for review and action.

C. The Affirmative Action Officer may extend the search to increase the diversity of the pool after consultation with the Selection Committee and the appropriate Dean and Vice President. After the Affirmative Action Officer verifies the diversity of the applicant pool, all applicants with completed applications who meet stated minimum qualifications will be forwarded to the Selection Committee.

Screening

A. Screening criteria and interview questions must be approved by the Affirmative Action Officer before Selection Committee members have access to applications. Screening criteria help members to review objectively each application. The screening criteria must be listed on the Selection Criteria Report, along with the point value assigned to each criterion and the method of evaluation. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement.

B. All members of the Selection Committee complete screening forms for each applicant. Screening forms completed by the Affirmative Action Representative are not considered in the evaluation process.

C. Upon determination of applicants to be interviewed, all applications and screening forms are returned to Human Resource Services.

D. The Affirmative Action Officer and Affirmative Action Representative review the diversity of the pool nominated for interview and may recommend that additional candidates be interviewed or that further recruitment be initiated before proceeding, in order to meet the diversity goals of the District.

Interviews

Selection Committee

A. Interviews are scheduled by Human Resource Services upon notification by the Selection Committee.

B. Human Resource Services provides copies of the application and interview screening forms to the Selection Committee with an interview schedule.

C. All members of the Selection Committee must be present for all interviews. If a voting committee member misses an interview, that committee member is removed from the Selection Committee.

D. At the request of the Selection Committee, a candidate who must travel more than 150 miles to interview with the Selection Committee may be interviewed by the Joint Selection Committee and the Superintendent/President or designee within a day of the Selection Committee interview. If the candidate becomes a finalist for the position, these interviews will serve as finalist interviews.

E. After interviews are completed, members of the Selection Committee discuss and evaluate the qualifications of the candidates. The Committee also considers whether the candidates selected as finalists will contribute to diversity at Palomar College.

F. If the Selection Committee is not satisfied with the interviewed candidates or the diversity of the candidates, the Committee Chair may request to review the applicant pool to ensure that qualified applicants have not been overlooked.

G. The Selection Committee completes the Affirmative Action Activity Report and forwards it to the Affirmative Action Officer. Multiple finalists for each position are forwarded. All recommended finalists are fully acceptable to the Selection Committee.

H. The Affirmative Action Officer and Affirmative Action Representative review the diversity of the finalist pool. The Affirmative Action Officer may request that the Selection Committee explain or reevaluate its finalist pool to achieve diversity. If no additional applicants are identified, the Selection Committee and Affirmative Action Officer will discuss whether to continue the process or extend the search.

I. If the Affirmative Action Officer and Affirmative Action Representative are satisfied with the diversity of the pool, then voting members of the Selection Committee conduct reference checks. Reference checks will be conducted in accordance with the policies and principles of equal opportunity and affirmative action. Reference information must be held in strict confidence within the committee.

J. The Selection Committee Chair forwards the application materials of the finalists to the Dean who then convenes the Joint Selection Committee. The Selection Committee Chair returns the screening and interview forms and all other non-finalist application materials to the Human Resource Services Office.

Joint Selection Committee

A. The Joint Selection Committee interviews all finalists forwarded by the Selection Committee.

B. The Joint Selection Committee refers all interviewed finalists to the Superintendent/President.

C. The Superintendent/President, or designee, interviews the finalists and presents his/her assessments and recommendations to the Joint Selection Committee. An Affirmative Action Representative must be present for all interviews and subsequent discussions. If the Affirmative Action Representative from the Selection and Joint Selection Committees is not available to serve at the Superintendent/President interviews, an Affirmative Action Representative will be randomly selected by the faculty members of the Faculty and Staff Diversity/Affirmative Action Advisory Committee. In addition the Selection Committee may appoint a representative from the committee to attend the Superintendent/President's interviews as an observer. This representative must attend all of the finalists' interviews and any subsequent meetings between the Selection Committees and the Superintendent/President.

D. The Joint Selection Committee will consider the Superintendent/President's assessment and recommendations before coming to consensus. If the Joint Selection Committee and Superintendent/President agree on the recommended finalist, the name is recommended to the Governing Board. If no agreement is reached, the Joint Selection Committee and Superintendent/President will meet to discuss the finalists. The Superintendent/President will make the recommendation to the Governing Board.

E. Each member of the Selection Committee and Joint Selection Committee is responsible for maintaining the confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently.

F. The Affirmative Action Activity Report is forwarded to the Human Resource Services office for approval of the process before a tentative offer of employment is made to the selected applicant.

G. The appropriate Vice President or designee extends the tentative offer of employment to the selected finalist and coordinates all necessary intake and orientation procedures with the Human Resource Services Office.

H. All offers of employment require approval by the Governing Board. GB 10-12-93, rev. GB 6/9/98

174.1

Adjunct Faculty Hiring (93-16345)

Adjunct faculty perform an invaluable service for Palomar College. The hiring procedure for these positions is no less important than that for tenure-track faculty positions.

A. Notification
  1. Each semester every department/program will identify subject areas for which additional adjunct faculty are needed for the subsequent semester and will notify Human Resource Services of the positions available in their disciplines and subject areas.
  2. Upon request, Human Resource Services will advertise for adjunct faculty positions. Advertising for special recruitment efforts will be expanded at the request of the department/program. Advertising may be necessary each semester for larger departments in order to maintain a sufficient pool.
  3. Each position requires:
    a. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
    b. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program. Additional qualifications will be reviewed by the Vice President for Human Resources and Affirmative Action for potential adverse impact.
  4. Position announcements will state that the positions are part-time and not eligible for tenure.

B. Application/Selection Process for Adjunct Positions
  1. Human Resource Services will forward all adjunct faculty applications and completed equivalency forms to the appropriate department/program.
  2. Applications that do not meet the minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee by the Department Chair/Director for review and approval.
  3. The Department Chair/Director or designee and, when possible, at least one other full-time tenured or tenure-track faculty member will screen and review all applications and select those qualified applicants who best meet the needs of the department/program to interview.
  4. Each candidate interviewed for an adjunct faculty position will submit proof of qualifications.
  5. Each department/program may require a demonstration of teaching, counseling,, or librarianship skills.
  6. The Department Chair/Director will submit a Qualifications Verification form to Human Resource Services for each new adjunct faculty member.
  7. The Department Chair/Director will notify the appropriate Dean of his/her selection of new adjunct faculty through the Supplemental Class Schedule form.
  8. All tentative offers of employment require approval by the Governing Board.
  9. No adjunct faculty member may begin an assignment until the signed Qualifications Verification form is received by Human Resource Services.
  10. The department/program may rehire an adjunct faculty member for subsequent semesters in the same discipline. GB 4-26-94, rev. GB 6/9/98

174.2

Temporary Contract Faculty Hiring (93-16345)

Temporary contract faculty perform an invaluable service for Palomar College. The hiring procedure for these positions is no less important than that for tenure-track faculty positions.

Temporary contract opportunities will be identified by the Department Chair/Director and the Dean in consultation with the appropriate vice president.

A. Planned Temporary Replacement Contracts

When a temporary contract is identified in advance to replace a faculty position, the position will be filled in accordance with the policy, criteria, and procedures for hiring tenure-track faculty (BP 174), except that the position announcement will state that the position is temporary and not a tenure-track position.

B. Emergency Temporary Replacement Contracts

In emergency situations temporary contract positions will be filled in compliance with Title 5 Regulations on Affirmative Action and Equal Employment Opportunity Programs and BP 174.2. These regulations allow the District to fill positions through internal recruitment for interim appointments or when justified by "business necessity." Business necessity means that the District would suffer substantial additional financial cost, or there exists a threat to human life or safety, or student learning would be severely impacted, or the District has no opportunity to plan (for example, the sudden death of an employee).

C. Notification

When an emergency situation occurs, the District will recruit a temporary replacement from current qualified full-time and adjunct faculty who have taught in the discipline during the current or previous year.

1. Human Resource Services secures approval of "business necessity" from the Chancellor's Office.
2. Human Resource Services advertises internally for temporary contract positions.
3. Each position requires:
    a. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
    b. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program. Additional qualifications will be reviewed by the Vice President for Human Resources and Affirmative Action for potential adverse impact.
    c. Position announcements will state that the positions are temporary and not eligible for tenure.

D. Application and Selection Process for Emergency Temporary Replacements

1. Human Resource Services will forward all temporary contract applications and completed equivalency forms to the appropriate Department Chair/Director.
2. Applications that do not meet the minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee by the Department Chair/Director for review and approval.
3. The Department Chair/Director and the Dean or their designees and at least three (3) other full-time tenured or tenure-track faculty members will screen applications and select applicants to interview. The committee should normally have no more than seven members. Faculty members (at least two) from the Faculty and Staff Diversity Advisory Committee will appoint an Affirmative Action Representative to serve on the committee as a non-voting member.
4. Each candidate interviewed for a temporary contract position will submit proof of qualifications.
5. The department/program committee may require a demonstration of teaching, counseling, or librarianship skills.
6. The Department Chair/Director will notify the appropriate Vice President and Human Resource Services of the committee's selection. The Department Chair/Director will complete a Request for Academic Contract form.
7. All tentative offers of employment require approval by the Governing Board.
8. Terms of employment for temporary contract faculty are limited by applicable sections of the Education Code (Sections 87478, 87481, 87482). GB 4-26-94, rev. GB 6/9/98

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Guidelines for Establishing Equivalency
Faculty Senate Equivalency Committee

Function:

It is the responsibility of the Equivalency Committee to review equivalencies to minimum qualifications for both contract and adjunct faculty and to make recommendations to the Governing Board.

Composition:

The Equivalency Committee will be composed of five faculty members, one from each of the Instructional Divisions. Representatives will be appointed by the Senate and will serve for a term of two years. Representatives may be re-elected. It is the intent that terms be staggered so that not all committee members are new at any one time.

Criteria for Equivalency:

For establishing the equivalency of a required degree, possession of at least the equivalent in the level of achievement and breadth and depth of understanding for each of the following criteria:

A. the general education required for that degree; AND

B. the major course work required for that degree.

A candidate who does not provide conclusive evidence in regard to both A and B above does not possess the equivalent to the degree in question.

For establishing the equivalent of required experience, possession of thorough and broad skill and knowledge for each of the following criteria;

A. Mastery of the skills of the vocation thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline; AND

B. Extensive and diverse knowledge of the working environment of the vocation.

A candidate who does not provide conclusive evidence in regard to both A and B above does not possess the equivalent of the experience in question.

Minimum Standards for Consideration of Equivalency:

The following minimum standards for consideration of equivalency shall apply:

In the case of disciplines normally requiring a master's degree, the minimum standard shall be any of the following:

A. completion of the master's degree from an accredited institution in the discipline under a different name;

B. completion of the course work and academic requirements required for the master's degree from an accredited institution in the discipline without the award of the degree;

C. completion of a bachelor's degree from an accredited institution, plus not less than 30 graduate units of appropriate and relevant course work from an accredited institution, only if the course work equals a master's degree in the discipline in breadth, depth, and rigor;

D. completion of a bachelor's degree from an accredited institution, plus

    1. additional appropriate and relevant graduate course work from an accredited institution, AND
    2. verifiable experience in the discipline, only if the combination of the course work and the experience equals a master's degree in the discipline in breadth, depth, and rigor;

E. clear and verifiable eminence in the discipline.

In the case of disciplines in which the master's degree is not generally expected or available, the minimum standards shall be any of the following:

A. six years of documented experience in the discipline, plus 60 undergraduate semester units from an accredited institution;

B. two years of documented experience in the discipline, plus 120 undergraduate semester units from an accredited institution;

C. six years of documented experience in the discipline plus some undergraduate course work from an accredited institution, where the combination of course work and experience equals the associate's degree in breadth, depth, and rigor;

D. clear and verifiable eminence in the discipline.

In the case of noncredit courses, the minimum standards shall be the minimum qualifications described in section 53412 (or the subsequent section that replaces it) of the California Education Code, California Code of Regulations, Title 5.

In the case of apprenticeship courses, the minimum standards shall be the minimum qualifications described in section 53413 of the California Education Code, California Code of Regulations, Title 5.

Review/Approval Process for Equivalencies:

A. The Position Announcement will provide for the presentation of qualifications equivalent to the minimum qualifications.

B. The application form will advise candidates of the opportunity to request consideration of equivalent qualifications. An equivalency form and guidelines will be included in the application materials.

C. The applicant completes the equivalency form and provides verifiable documents and experience to support the equivalency request and submits the completed application and equivalency form to Human Resource Services.

D. Human Resource Services sends the completed application and equivalency form to the Chair of the Senate Equivalency Committee.

E. The Chair of the Equivalency Committee convenes the Equivalency Committee.

F. The Equivalency Committee reviews the equivalency request and returns the application and equivalency materials to Human Resource Services with its recommendation.

G. Human Resource Services includes the approved equivalency applications with the applications to be forwarded to the Department Selection Committee.
H. If an applicant with an approved equivalency is selected for the position, Human Resource Services will verify the documents and experience that support the equivalency and forward the recommendations of the Senate Equivalency Committee to the Board of Governors for approval.

Other conditions:
A. It is the applicant's responsibility to provide all documentation in support of equivalency.
B. All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential.
C. Under no circumstances shall the determination that an applicant has the equivalent to the minimum qualifications by the Equivalency Committee be construed as a determination that the candidate will or will not be hired. Such a candidate shall be placed in a pool of qualified applicants, any number of whom may be interviewed for a given position. Granting of equivalency does not guarantee a job or an interview.
D. In all cases in which equivalency is recommended, a description of the Equivalency Committee's reasons for determining that a candidate has the equivalent to the minimum qualifications for the discipline shall be included with the committee's recommendation.
E. The equivalency process is not to be viewed as a "back door" through which the marginally qualified are allowed to enter into positions at Palomar Community College.
F. The granting of equivalency is on a case-by-case basis and does not set precedent for future applicants.
G. In emergency situations, the Chair of the Department, appropriate Dean, or appropriate Vice President will call the Chair of the Equivalency Committee to determine if an applicant possesses qualifications that are at least equivalent to the minimum qualifications established for the position. Formal approval of the equivalency by the Senate Equivalency Committee, verification of documents and experience that support the equivalency, and approval by the Board of Governors are also required in order to complete the review/approval process.

Review and Revision:
The Hiring Policy, Criteria, and Procedures for Faculty and Adjunct Faculty and the Equivalency Policy and Procedures are subject to review and revision at the request of either the Faculty Senate or the Governing Board. Changes in these policies and procedures require the joint agreement of the Faculty Senate and representatives of the Governing Board with final approval by the Governing Board.

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Faculty Service Areas
FSA Definition
As used in this chapter, "faculty service area" means a service or instructional subject area or group of related services or instructional subject areas performed by faculty and established by the Palomar Community College District. EC 87743.1

Minimum Qualifications Definition
Minimum qualifications for service in a discipline at Palomar College are those set by the statewide academic senate and the board of governors. Any person possessing a valid credential is entitled to serve under the terms of that credential.

Purpose of Faculty Service Areas
Faculty Service Areas provide a workable framework within which seniority and bumping rights can be exercised by faculty when a reduction-in-force is being effected under Section 87743.

FSA Qualifications (Minimums and Competency)
Each faculty member shall qualify for one or more faculty service areas at the time of initial employment. New faculty members will be assigned faculty service areas by their hiring departments at the time of initial employment. These assignments will be based upon the minimum qualifications pursuant to Section 87356.

A faculty member shall be eligible for qualification in any faculty service area in which the faculty member has met both minimum qualifications pursuant to Section 87356 and District competency standards. After initial employment, a faculty member may apply to the District to add faculty service areas for which the faculty member qualifies. The application shall be received by the District on or before December 15 in order to be considered in any proceeding pursuant to Section 87743 during the academic year in which the application is received. Any dispute arising from an allegation that a faculty member has been improperly denied a faculty service area shall be classified and procedurally addressed as a grievance as described in this policy and related procedures. EC 87743.3

FSA Recording

The Human Resources Office shall maintain a permanent record for each faculty member employed by the District. The record shall contain each faculty service area which the faculty member possesses, the minimum qualifications for service, and in which FSAs he or she has established competency pursuant to District competency standards. EC 87743.4

FSA Competency

To determine competency to serve in a faculty service area for the purposes of Section 87743, each department/discipline establishes competency criteria for faculty members employed by the District. Faculty who applied for an FSA in an area in which they are not currently teaching are responsible for submitting competency documentation to Human Resource Services. Competency requirements are published in the Faculty Manual. All documentation must be submitted by December 15 of each year. 87743.5

Review and Grievances

The Faculty Senate FSA Review Committee will consist of an administrator with faculty service area responsibility, faculty members from each academic area, plus two additional faculty members serving at large. All faculty are appointed by the Faculty Senate. This committee will review applications for additional faculty service areas and issues of competence for reassignment purposes.

Disputed decisions of the reviewing committee will be adjudicated by a grievance committee of three tenured faculty members appointed by the Faculty Senate. No member of the grievance committee may sit on the reviewing committee. The decision of the committee shall be final.

In the event that suit is brought against any District employee who participated in the FSA process as a result of such participation, the District shall assume full responsibility for costs of legal defense and payment of compensatory damages. The District shall assume liability for payment of punitive damages awarded against a peer review committee member who acted within the course and scope of his or her District employment and who acted in good faith, without actual malice, and in the apparent best interests of the District if payment of the claim or judgment would be in the best interests of the District.

Faculty Service Areas and Competencies

DIVISION
LIBRARY/EDUCATIONAL TELEVISION

Department:
FSA-Library Technology
Competency

A. Possession of the minimum qualifications in Library Science as determined by the State Academic Senate and the Board of Governors; AND
B. Appropriate professional experience.

DIVISION
ARTS AND LANGUAGES

Department: Art
FSA-Commercial Arts
Competency

A. Possession of the minimum qualifications in Commercial Art as determined by the State Academic Senate and the Board of Governors; AND
B. Bachelor's or higher degree in graphic design, advertising design, or illustration; OR
C. Master's of Fine Arts, OR Master's in Studio Art; OR
D. The equivalent; AND
E. Acceptable portfolio of graphic design and/or illustration; AND
F. Minimum of two years' part-time work experience for design shops, advertising agencies, publishers, or other high-caliber employers or clients; AND
G. Minimum of two semesters' part-time experience teaching commercial art courses at an accredited post-secondary institution.

Department: Art
FSA-Fine Arts
Competency

A. Possession of the minimum qualifications in Art as determined by the State Academic Senate and the Board of Governors; AND
B. Master's of Fine Art in studio art; OR
C. Master's in Studio Art; OR
D. Master's in Art History with emphasis on Studio Art; OR
E. Bachelor's in Fine Arts, Art, or Art History AND Master's in Humanities; OR
F. The equivalent; AND
G. Minimum of four semesters' part-time teaching experience in art at an accredited post-secondary institution within the previous five years.

Department: Art
FSA-Historical Arts
Competency

A. Possession of the minimum qualifications in Art as determined by the State Academic Senate and the Board of Governors; AND
B. Master's in Art History; OR
C. Master's of Fine Art or Master's in Art with strong graduate level concentration in Art History; OR
D. Bachelor's in Fine Arts, Arts, or Art History AND Master's in Humanities with strong graduate-level concentration in Art History; OR
E. Bachelor's in Fine Arts, Art, or Art History AND Master's in Education with strong graduate-level concentration in Art History; OR
F. The equivalent; AND
G. Minimum of two semesters' part-time experience teaching Art and/or Art History classes at an accredited post-secondary institution.

Department: Communications
FSA-Communications
Competency

A. Possession of the minimum qualifications in Film Making/Video, Telecommunication Technology, OR Mass Communication as determined by the State Academic Senate and the Board of Governors; AND
B. Competency in Mass Communications, Film Making/Video, and/or Telecommunications Technology requires a minimum of two semesters' part-time teaching experience or course work at an accredited post-secondary institution in the discipline(s) within the previous five years or a minimum of two semesters' part-time teaching experience during the last five years in the disciplines of Cinema, Journalism, or Radio-TV.
C. Competency in Journalism requires a minimum of two semesters part-time teaching experience or course work at an accredited post-secondary institution in the discipline within the last five years or teaching experience in the areas of Mass Communications, Cinema, or Radio-TV within the previous five years.

Department: Communications
FSA-Photography
Competency

A. Possession of the minimum qualifications in Photographic Technology/Commercial Photography as determined by the State Academic Senate and the Board of Governors; AND
B. Minimum of five years' part-time experience in photographic work, OR
C. A.A. in Photography or directly related field, with a minimum of seven years' experience in photographic work; OR
D. M.A. in Photography or directly related field; AND
E. Minimum of one semester part-time teaching experience in Photography within the previous year or an equivalent instruction through private and/or public photography workshops; AND
F. Have been actively creating photography for the previous five years, as evidenced by a portfolio of photographic work from the previous five years which exhibits mastery of technical and aesthetic applications in current photographic trends.

Department: English
FSA-English
Competency
A. Possession of the minimum qualifications in English as determined by the State Academic Senate and the Board of Governors, AND
B. Master's Degree in English, British or American Literature, Comparative Literature, Composition, or Rhetoric, or the equivalent, AND
C. Minimum of three semesters' part-time teaching experience in English at an accredited post-secondary institution within the previous three years.

Department: English
FSA-Humanities
Competency
A. Possession of the minimum qualifications in Humanities as determined by the State Academic Senate and the Board of Governors; AND
B. Master's Degree in Humanities OR Master's in English, Literature, Comparative Literature, Music, Philosophy, Art, Art History, History OR the equivalent. If instructor's Master's Degree is not in Humanities, the instructor's course work must be determined to be broad enough to provide an ample basis for teaching such a course; AND
C. Minimum of three semesters' part-time teaching experience in humanities at an accredited post-secondary institution within the previous three years. AND
D. Evidence of consistently strong student and peer evaluations, indicating the ability to contribute to the Humanities program at its present level.

Department: English As A Second Language
FSA-English As A Second Language
Competency
A. Possession of the minimum qualifications in ESL as determined by the State Academic Senate and the Board of Governors; AND
B. Minimum of two semesters' part-time teaching experience in ESL at an accredited post-secondary institution within the previous five years.

Department: Foreign Languages
FSA-Foreign Languages
Competency
Possession of the minimum qualifications in Foreign Languages as determined by the State Academic Senate and the Board of Governors.

Department: Performing Arts
FSA-Dance
Competency
A. Possession of the minimum qualifications in Dance as determined by the State Academic Senate and the Board of Governors; AND
B. Minimum of five years' professional dance training and/or a BA, BFA, MA, or MFA Degree in the Dance Arts; AND
C. Part-time experience teaching in a minimum of two of the following instructional areas:
   1. dance theory, history
   2. ballet techniques
   3. jazz dance technique
   4. modern dance technique, movement exploration, improvisation
   5. folk, ballroom
   6. tap, musical theatre; OR
D. Performing, choreographic, and/or technical production experience in an educational or professional environment.

Department: Performing Arts
FSA-Music
Competency
A. Possession of the minimum qualifications in Music as determined by the State Academic Senate and the Board of Governors; AND
B. Part-time teaching experience in a minimum of two of the following instructional areas: Theory, keyboard, voice, choral, instrumental, and literature.

C. Performance ability must be commensurate with graduate-level work as determined by the music department tenured faculty.

Department: Performing Arts

FSA-Theatre Arts

Competency

A. Possession of the minimum qualifications in Drama/Theatre Arts as determined by the State Academic Senate and the Board of Governors; AND

B. Part-time teaching of a minimum of four of the performance courses within the previous five years; OR

C. Successful completion of course work in theatre arts within the previous five years.

Department: Reading

FSA-Reading

Competency

A. Possession of the minimum qualifications in Reading as determined by the State Academic Senate and the Board of Governors.

B. Minimum of two semesters' part-time professional experience in reading, language arts, or learning assistance at an accredited post-secondary institution within the previous seven years; OR

C. Relevant course completion in Reading or Language Arts.

Department: Speech Communication/Forensics/ASL

FSA-American Sign Language

Competency

A. Possession of the minimum qualifications in Sign Language as determined by the State Academic Senate and the Board of Governors; AND

B. Recent experience in Deaf Education and ability to demonstrate knowledge of audiological functionality and causes for deafness, sociological perspectives on deafness, psychological perspectives of deafness in relation to education (oral, mainstream, bi-lingual, residential) and in relation to familial repercussions when deafness is in the family.

C. Recent evaluations by a local interpreter evaluation board (Mesa College, Palomar College) or by the Registry for Interpreters of the Deaf and have obtained a top level score.

D. Recent experience in training interpreters and knowledge of recent research in the profession is also required. Knowledge of anthropological/ethnographical techniques for cultural study and ethnographical knowledge of Deaf culture. Documented experience in all areas of ASL/English interpreting is mandatory.

Department: Speech Communication/Forensics/ASL

FSA-Speech/Forensics

Competency

A. Possession of the minimum qualifications in Speech as determined by the State Academic Senate and the Board of Governors; AND

B. Part-time teaching courses at an accredited post-secondary institution in a minimum of two of the following instructional areas within the previous five years:
    1. Public Address - courses such as Oral Communication, Public Speaking, Oral Interpretation, Argumentation and Debate,
    2. Communication Theory - courses such as Human Communication, Interpersonal Communication, Small Group Discussion,
    3. Forensics - teaching, coaching, or administration of the forensics activity at the post-secondary level; OR

C. By satisfactory completion of 12 semester units or its equivalent at the upper division level in a minimum of two of the preceding instructional levels at an accredited, post-secondary institution within the previous five years.

DIVISION
HUMAN ARTS AND SCIENCES

Department: American Indian Studies

FSA-Interdisciplinary Studies

Competency

A. Possession of the minimum qualifications in Art, Anthropology, History, Sociology, OR Music as determined by the State Academic Senate and the Board of Governors; AND

B. Master's in American Indian Studies; OR

C. Master's in the related interdisciplinary area with appropriate course work in American Indian Studies; OR
D. Master's in any academic discipline and a Bachelor's in American Indian Studies; OR
E. Equivalent; AND
F. Must have taught a minimum of two semesters' part-time classes in American Indian Studies or an appropriate interdisciplinary course at an accredited post-secondary institution within the previous three years.

Department: Behavioral Sciences

FSA-Anthropology

Competency

A. Possession of the minimum qualifications in Anthropology as determined by the State Academic Senate and the Board of Governors; AND
B. Minimum of two semesters' part-time experience at an accredited post-secondary institution within the previous three years in Physical Anthropology and Cultural Anthropology. In addition, the candidate must be sufficiently familiar with Archaeology and Comparative Societies to teach them on an introductory level; AND
C. Competence in the history of Anthropology, Ethnology, Archaeology, the Dynamics of Culture Change, and Physical Anthropology. Competence can be demonstrated by the passing of corresponding graduate school exams, by the approval of corresponding graduate school transcript files, or by publication in standard journals of the discipline; AND
D. Evidence of consistently strong student and peer evaluations, indicating the ability to contribute to the Anthropology program at its present level.

Department: Behavioral Sciences

FSA-Philosophy

Competency

A. Possession of the minimum qualifications in Philosophy as determined by the State Academic Senate and the Board of Governors; AND
B. Minimum of two semesters' part-time experience teaching Ethical and Political Values, Knowledge and Reality, and Introduction to Logic, plus a minimum of the following: Symbolic Logic, Oriental Philosophies, Philosophy of Religion, Existentialism, Marxism, Pragmatism, Transcendentalism, Philosophy in Literature, Bioethics at an accredited post-secondary institution within the previous five years; AND
C. Competence in the history of Philosophy (classic, modern and contemporary), Ethics, Metaphysics, Epistemology, Political Philosophy, Logic (critical thinking and symbolic logic). Competence can be demonstrated by the passing of corresponding graduate school exams, by the approval of corresponding graduate school transcript files, or by publication in standard journals of the discipline; AND
D. Evidence of consistently strong student and peer evaluation, indicating the ability to contribute to the Philosophy program at its present level; and be able to demonstrate professional non-teaching activities in the field of Philosophy over the previous three years.

Department: Behavioral Sciences

FSA-Psychology

Competency

A. Possession of the minimum qualifications in Psychology as determined by the State Academic Senate and the Board of Governors; AND
B. Minimum of two semesters' part-time experience teaching Introductory Psychology at an accredited post-secondary institution within the previous three years. In addition, the candidate must be sufficiently familiar with at least one of the following areas of Psychology to teach it on an introductory level: Experimental, Physiological, Statistics, Social, Developmental, Abnormal, Human Sexuality, or Personal Growth. AND
C. Competence in the history of Psychology, Experimental Methods, Physiological Psychology, Sensation, Perception, Learning, Memory, Psychological Development, Thinking and Cognition, Motivation and Emotion, Personality, Abnormal Psychology, Therapy and Social Psychology. Competence can be demonstrated by the passing of corresponding graduate school exams, by the approval of corresponding graduate school transcript files, or by publication in standard psychological journals; AND
D. Evidence of consistently strong student and peer evaluations, indicating the ability to contribute to the Psychology program at its present level.

Department: Behavioral Sciences
FSA-Sociology
Competency

A. Possession of the minimum qualifications in Sociology as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time experience teaching college courses in Introductory Sociology at an accredited post-secondary institution within the previous three years, and in one of the following: Contemporary Social Issues, Marriage and Family, Social Psychology or Human Sexuality. In addition, the candidate must be sufficiently familiar with the remaining two courses to teach them on an introductory level; AND

C. Competence in research methods and sociological theory. In addition, the candidate must have demonstrated competence in three of the following areas: Social Psychology, Human Sexuality, Marriage and Family, Deviance, Minority Relations, Social Stratification, Demography and Urban Sociology. Competence can be demonstrated by the passing of corresponding graduate-school exams, by the approval of corresponding graduate-school or upper-division transcript, or by publication in standard psychological journals; AND

D. Evidence of consistently strong student and peer evaluations, indicating the ability to contribute to the Sociology program at its present level.

Department: Behavioral Sciences
FSA-Religious Studies
Competency

A. Possession of the minimum qualifications in Religious Studies as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time experience teaching World Religions at an accredited post-secondary institution within the previous three years.

C. Competence in the history of religion, contemporary religious thought and movements, Western religions (Judaism, Christianity, Islam), and Eastern religions (Hinduism, Buddhism, Confucianism, Taoism). This can be demonstrated by the passing of corresponding graduate school exams, by the approval of corresponding graduate school dossier file submissions, or by publication in the standard journals of the discipline; AND

D. Evidence of consistently strong student and peer evaluations, indicating the ability to contribute to the Religious Studies program at its present level.

Department: Child Development
FSA-Child Development
Competency

A. Possession of the minimum qualifications in Child Development/Early Childhood Education as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time experience teaching in the FSA at an accredited post-secondary institution within the previous three years.

C. Documented evaluated part-time experience in working with age-appropriate levels and parents.

D. Must demonstrate evidence of positive evaluation by students and peers.

Department: Multicultural Studies
FSA-Ethnic Studies
Competency

A. Possession of the minimum qualifications in Ethnic Studies, History, Political Science, English, Sociology, Anthropology, Religious Studies, OR Economics as determined by the State Academic Senate and the Board of Governors.

Department: Physical Education
FSA-Physical Education
Competency

A. Possession of the minimum qualifications in Physical Education as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters part-time teaching experience in the FSA at an accredited post-secondary institution within the previous five years; OR

C. Completion of course work or other special training relevant to the FSA within the previous five years.

Department: Economics, History, and Political Science

FSA-Economics

Competency

A. Possession of the minimum qualifications in Economics as determined by the State Academic Senate and the Board of Governors; AND

B. Master's in Economics or the equivalent; AND

C. Minimum of two semesters' part-time teaching experience in Principles of Economics (Macro) and Principles of Economics (Micro) at an accredited post-secondary institution within the previous three years.

Department: Economics, History, and Political Science

FSA-History

Competency

A. Possession of the minimum qualifications in History as determined by the State Academic Senate and the Board of Governors; AND

B. Master's in History or the equivalent; AND

C. Minimum of two semesters' part-time teaching experience in History of Western Civilization or History of the United States at an accredited post-secondary institution within the previous three years.

Department: Economics, History, and Political Science

FSA-Political Science

Competency

A. Possession of the minimum qualifications in Political Science as determined by the State Academic Senate and the Board of Governors; AND

B. Master's in Political Science or the equivalent; AND

C. Minimum of two semesters' part-time teaching experience in Introduction to Politics and American Political Institutions and Introduction to United States and California Governments at an accredited post-secondary institution within the previous three years.

DIVISION
MATHEMATICS AND THE NATURAL AND HEALTH SCIENCES

Department: Chemistry

FSA-Chemistry

Competency

A. Possession of the minimum qualifications in Chemistry as determined by the State Academic Senate and the Board of Governors. OR

B. Satisfactory completion of 12 semester or 15 quarter units of upper division or graduate Chemistry courses within the previous three years at an accredited post-secondary institution; AND

C. Minimum of one semester of part-time teaching experience in chemistry, lecture or laboratory, at an accredited post-secondary institution within the previous three years.

Department: Computer Science and Information Systems

FSA-Computer Science and Information Systems

Competency

A. Possession of the minimum qualifications in Computer Science and Information Systems OR Computer Science as determined by the State Academic Senate and the Board of Governors; AND

B. Must have taught a CIS course at an accredited post-secondary institution within the previous two years.

C. Minimum of Master's Degree in Computer Science or Master's Degree in Computer Information Systems.

Department: Dental Assisting

FSA-Dental Assisting

Competency

A. Possession of the minimum qualifications in Dental Technology as determined by the State Academic Senate and the Board of Governors; AND

B. Current California license as a Doctor of Dental Surgery or Registered Dental Hygienist with Certified Dental Assistant status OR Registered Dental Assistant with Certified Dental Assistant status; AND

C. Clinical competency in the use of four-handed dentistry; AND

D. Minimum of two semesters' part-time teaching experience at a post-secondary institution accredited by the Commission on Dental Accreditation of the American Dental Association and the California Board of Dental Examiners.

E. Minimum of Bachelors Degree for Dental Assistant or Dental Hygienist.

Department: Earth Sciences

FSA-Aeronautical Sciences

Competency

A. Possession of the minimum qualifications in Aeronautics as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time teaching experience in Aeronautical Sciences at an accredited post-secondary institution within the previous ten years.

Department: Earth Sciences

FSA-Astronomy

Competency

A. Possession of the minimum qualifications in Physics/Astronomy as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time teaching experience in Astronomy at an accredited post-secondary institution within the previous five years, OR

C. Any person with an MA/MS degree in any Earth Science or Physics who has been teaching full-term Astronomy courses for a minimum of two semesters part-time at an accredited post-secondary institution within the previous five years.

Department: Earth Sciences

FSA-Geology

Competency

A. Possession of the minimum qualifications in Geology and Earth Science as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time teaching experience in Geology at an accredited post-secondary institution within the previous ten years; OR

C. Any person with an MA/MS degree in any Earth Science who has been teaching full-term Geology courses for a minimum of two semesters part-time at an accredited post-secondary institution within the previous five years.

Department: Earth Sciences

FSA-Geography

Competency

A. Possession of the minimum qualifications in Geography as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time teaching experience in Geography at an accredited post-secondary institution within the previous five years; OR

C. Any person with an MA/MS degree in any Earth Science or related Social Science who has been teaching full-term Geography courses for a minimum of two semesters part-time at an accredited post-secondary institution within the previous five years.

Department: Earth Sciences

FSA-Oceanography

Competency

A. Possession of the minimum qualifications in Geology and Earth Science as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time teaching experience in Oceanography at an accredited post-secondary institution within the previous five years; OR

C. MA/MS in any science and 24 units of upper-division and/or graduate work in ocean-related courses; AND

D. Minimum of two semesters' part-time teaching experience in Oceanography at an accredited post-secondary institution within the previous ten years; OR

E. Any person with an MA/MS in any science who has been teaching full-term Oceanography courses for a minimum of two semesters part-time at an accredited post-secondary institution within the previous five years.

Department: Life Sciences

FSA-Medical Assistant

Competency

A. Possession of the minimum qualifications in Medical Assistant as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time teaching experience in the FSA at an accredited post-secondary institution within the previous five years.

Department: Life Sciences.

FSA-Biological Science

Competency

A. Possession of the minimum qualifications in Biological Sciences as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time teaching experience in the FSA at an accredited post-secondary institution within the previous five years.

Department: Mathematics

FSA-Mathematics

Competency

A. Possession of the minimum qualifications in Mathematics as determined by the State Academic Senate and the Board of Governors;
AND

B. 1. Must have taught within the previous three years, a minimum of four satisfactorily evaluated courses. These courses must come from a minimum of two of the following groups at an accredited post-secondary institution:
   a. Basic Mathematics, Arithmetic, Prealgebra, Beginning Algebra, and Intermediate Algebra
   b. Trigonometry, College Algebra, Precalculus, Concepts of Elementary Math I and II, FORTRAN, Statistics, and Mathematics for Liberal Arts
   c. Calculus 1, 2, and 3, Calculus for the Economics, History, and Political Science, Differential Equations, and Linear Algebra;
   OR
2. Must have directed satisfactorily a mathematics laboratory or center for at least one year within the previous three years..

Department: Nursing Education

FSA-Nursing

Competency

A. Possession of the minimum qualifications in Nursing as determined by the State Academic Senate and the Board of Governors; AND

B. Master's of Science degree in Nursing or Master's in Nursing degree from an accredited college or university; AND

C. Current license or eligibility for licensure as a Registered Nurse in the State of California; AND

D. A minimum of one-year's continuous experience in the practice of professional nursing; AND

E. Eligible for approval by the State Board of Nursing; AND

F. Teaching experience in nursing in any health care setting; AND

G. Clinical competency in nursing.

Department: Physics and Engineering

FSA-Engineering

Competency

Possession of the minimum qualifications in Engineering as determined by the State Academic Senate and the Board of Governors.

Department: Physics and Engineering

FSA-Physics

Competency

A. Possession of the minimum qualifications in Physics/Astronomy as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time teaching experience in the FSA at an accredited post-secondary institution within the previous two years.

DIVISION
COMMUNITY LEARNING RESOURCES

Department: Graphic Communications
FSA-Graphic Communications
Competency
Possession of the minimum qualifications in Graphic Arts as determined by the State Academic Senate and the Board of Governors.

DIVISION
STUDENT SERVICES

Department: Athletics
FSA-Coaching
Competency
A. Possession of the minimum qualifications in Coaching as determined by the State Academic Senate and the Board of Governors; AND
B. Minimum of two seasons' coaching experience within the past five years.

Department: Counseling, Guidance, and Career Development
FSA-Counseling
Competency
A. A. Possession of the minimum qualifications in Counseling as determined by the State Academic Senate and the Board of Governors; AND
B. B. Minimum of part-time experience in one or more of the following activities:
    1. Individual counseling and advising.
    2. Teaching courses offered by the Counseling Department.
    3. Service in a Career or Transfer Center.
C. C. The experience listed in "B" must have been completed within the previous two years.

Department: Disabled Student Programs and Services
FSA-Special Education
Competency (Counselors of students with disabilities)
A. Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.
B. Minimum of two years' part-time experience within the previous five years counseling students with the following disabilities: Physical disabilities, learning disabilities, acquired brain injuries, visual impairments and hearing impairments.
    Speech & Language Disabilities:
    1. Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.
    2. Minimum of two years' part-time experience within the previous five years counseling students with communication disabilities.
    Specialized instructors working with students with disabilities:
    1. Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.
    2. Minimum of two years' part-time experience within the previous five years teaching students with specific disabilities such as: Learning disabilities, developmental disabilities, acquired brain injuries, hearing problems and physical disabilities.

DIVISION
VOCATIONAL TECHNOLOGY

Department: Business Education
FSA-Accounting
Competency
A. Possession of the minimum qualifications in Accounting as determined by the State Academic Senate and the Board of Governors, AND
B. Minimum of two semesters' part-time experience teaching Accounting courses at an accredited post-secondary institution within the previous three years, OR
C. Must have a minimum of one year's full-time work experience in Accounting within the past three years.

Department: Business Education
FSA-General Business
Competency
A. Possession of the minimum qualifications in one of the following: Banking and Finance, Business, Management, Marketing, Industrial Relations, International Business, Labor Relations, Law, Retailing, Real Estate, or Legal Assisting, as determined by the State Academic Senate and the Board of Governors, AND
B. Minimum of two semesters' part-time experience teaching Business courses at an accredited post-secondary institution within the previous three years, OR
C. Must have a minimum of one year's full-time work experience in Business within the past three years.

Department: Business Education
FSA-Office Services
Competency
A. Possession of the minimum qualifications in one of the following: Office Management, Computer Applications, or Office Technologies, as determined by the State Academic Senate and the Board of Governors, AND
B. Minimum of two semesters' part-time experience teaching Office Information Systems courses at an accredited post-secondary institution within the previous three years, OR
C. Must have a minimum of one year's full-time work experience in administrative support within the past three years.

Department: Emergency Medical Education
FSA-Emergency Medical Technology
Competency
A. Possession of the minimum qualifications in Emergency Medical Technologies as determined by the State Academic Senate and the Board of Governors; AND
B. Registered Nurse currently licensed in the State of California, OR Emergency Medical Technician-Paramedic (EMT-P) who is currently certified in the State of California; AND
C. Minimum of two years' academic or clinical experience in emergency medicine within the previous five years.

Department: Cooperative Education
FSA-Cooperative Education
Competency
A. Master's Degree from an accredited institution; OR
B. Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors in an appropriate vocational subject matter discipline, OR
C. The equivalent.

Department: Family and Consumer Sciences
FSA-Family and Consumer Sciences
Competency
A. Possession of the minimum qualifications in Family and Consumer Studies/Home Economics as determined by the State Academic Senate and the Board of Governors; AND
B. Minimum of two semesters' part-time teaching experience at an accredited post-secondary institution in the FSA within the previous five years; OR
C. Satisfactory completion at an accredited post-secondary institution within the previous five years: 12 semester units or its equivalent in the FSA.

Department: Family and Consumer Sciences
FSA-Nutritional Science/Dietetics
Competency
Possession of the minimum qualifications in Nutritional Science/Dietetics as determined by the State Academic Senate and the Board of Governors.

Department: Public Safety
FSA-Administration of Justice
Competency
A. Possession of the minimum qualifications in Administration of Justice as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of six years' work experience in the discipline, one year of which must have been within the previous four years.

Department: Public Safety

FSA-Fire Technology

Competency

A. Possession of the minimum qualifications in Fire Technology as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of six years' work experience in the discipline, one year of which must have been within the previous four years.

Department: Trades and Industry

FSA-Cabinet and Furniture Technology

Competency

A. Possession of the minimum qualifications in Furniture Making or Cabinet Making as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time teaching experience at the high school, community college, or adult level; AND

C. Ability to effectively teach and demonstrate the varied skills with knowledge in areas of operations and processes inherent to the Woodworking and wood-related fields; AND

D. Ability to mill rough lumber to finish sizes and knowledge of associated processes, operations, and equipment.

E. Effectively manage, maintain, and repair the teaching laboratory including machines, equipment, tools, and other operational aspects of the facility.

Department: Trades and Industry

FSA-Drafting

Competency

A. Possession of the minimum qualifications in Drafting as determined by the State Academic Senate and the Board of Governors; AND

B. Minimum of two semesters' part-time teaching experience in one of the following areas of specialization within the previous two years:

    1. Mechanical/Technical Drafting
    2. Architectural Drafting
    3. Computer-Aided Drafting
    4. Electro-Mechanical Drafting

Department: Trades and Industry

FSA-Electronics Technology

Competency

A. Possession of the minimum qualifications in Electronics Technology as determined by the State Academic Senate and the Board of Governors; OR

B. Any four-year degree with a minimum total of four years of full-time electronics experience in industrial, occupational, or teaching settings.

Department: Trades and Industry

FSA-Welding

Competency

Possession of the minimum qualifications in Welding as determined by the State Academic Senate and the Board of Governors.

Department: Trades and Industry

FSA-Industrial Technology

Competency

A. Possession of the minimum qualifications in Auto Mechanics or Diesel Mechanics as determined by the State Academic Senate and the Board of Governors.

B. Relevant professional experience in the appropriate discipline for a minimum of two years, OR

C. Completion of 12 semester units of course work in the selected discipline, OR

D. Completion of updated training within the previous two years relating to the selected discipline.

Department: Vocational Programs
FSA-Apprenticeship/Industrial Technology
Competency
Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Apprenticeship/Electrician
Competency
Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Apprenticeship/Welding
Competency
Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Apprenticeship/Work Experience
Competency
A. Master's Degree from an accredited institution; OR
B. Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors; OR
C. The equivalent.

Department: Vocational Programs
FSA-Industrial Relations
Competency
Possession of the minimum qualifications in Industrial Relations as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Carpentry
Competency
Possession of the minimum qualifications in Carpentry as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Construction Inspection
Competency
Possession of the minimum qualifications in Building Codes and Regulations as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Construction Technology
Competency
Possession of the minimum qualifications in Construction Technology as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Parks and Recreation Management
Competency
Possession of the minimum qualifications in Forestry/Natural Resources as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Plumbing
Competency
Possession of the minimum qualifications in Plumbing as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Quality Assurance Technology
Competency

Possession of the minimum qualifications in Manufacturing Technology as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Surveying
Competency

Possession of the minimum qualifications in Engineering Technologies as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Travel Services
Competency

Possession of the minimum qualifications in Travel Services determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Water Technology Education
Competency

Possession of the minimum qualifications in Water Treatment as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Waste Water Treatment and Disposal
Competency

Possession of the minimum qualifications in Sewage Treatment determined by the State Academic Senate and the Board of Governors.

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Academic Due Process

Academic due process is a system of procedures designed to resolve personnel issues in an academic institution in a clear, fair, and orderly manner. These procedures apply to actions which interfere with and/or exert a harmful effect upon the functions of the College and may involve faculty, administrative staff, classified staff, and/or students. These guidelines are intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused or aggrieved, the protection of staff and student body, and the interest of the College. The best academic due process is possible only when all involved believe that justice must be based upon orderly procedure.

Preliminary Action

If a grievance cannot be resolved through normal personnel procedures, the person with the grievance should submit a grievance form to the Superintendent/President or designee. Within ten calendar days of receiving such a form, the President, or designee, shall notify the Governing Board of the issue and appoint an ombudsperson who will preside over the informal hearing. The ombudsperson may be a representative of the President, of the Faculty Senate, of the faculty, of the classified staff, of the students, or an outside person such as an attorney or a representative from an outside organization. If the President is directly involved in the dispute, the appointment of the ombudsperson shall be made by the President of the Faculty Senate.

Informal Conciliation

Within ten calendar days after appointment, the ombudsperson shall convene an informal conciliation conference. It shall be the objective of this conference to resolve the issues of the dispute. The conference may be continued only with the explicit consent of all parties to the dispute. If agreement is reached between the parties to the dispute, a written statement signed by both shall be filed with the President, or designee, and the matter will be considered closed.

If no agreement is reached, a written request for a formal hearing may be filed with the President, or designee, and with the appropriate body representing the party filing the grievance: Staff, Faculty Senate, or The Faculty; Students, Executive Committee of the Associated Student Government. (Refer to Administrative Team Handbook and the Handbook of Policies for the CCE/AFT for applicable procedures.) If neither party submits a request for formal hearing within ten calendar days after termination of the conciliatory conference, the matter will be considered closed.

Formal Hearing

Upon notification, the appropriate body will establish a list of names of individuals willing to serve on a Hearing Committee. This committee shall be composed of five members, two chosen to represent peer interests of each party to the dispute, one to represent the interests of the College community at large. Each party will be permitted challenges for cause and one peremptory challenge. In the establishment of the Hearing Committee, the ombudsperson will serve to coordinate the formation of the committee, providing information as needed to assist parties to the dispute in challenges to membership on the committee; and, if necessary, ruling on challenges for cause.

The Hearing Committee will select one of its members as chairperson. The committee shall conduct the proceedings according to the procedural standards specified in the Guidelines for Academic Due Process, and shall submit its findings and recommendations to each party to the dispute and to the President, or designee, for implementation.

All proceedings subsequent to the level of informal conciliation shall be precisely recorded, e.g., taped and/or stenographically preserved inviolate throughout all levels of process, whether on campus or off. They will be available on demand to all legitimate parties to a dispute, and to their counsel, at every stage, on campus or off, until final resolution of the dispute shall be conceded by all parties, at which time the records will be destroyed.

Final action

A. Appeal of Committee Recommendations: Either party to the dispute may, within a period of 15 calendar days, submit an appeal to the Governing Board. Within 30 calendar days after submission of the appeal, the Governing Board shall complete its review of the records and of the committee's recommendation, and shall make a final determination. Immediately after such determination becomes final, the records of the hearing shall be destroyed by the Chairperson of the Hearing Committee.

B. Within 30 calendar days after the presentation of the committee's recommendations, the President, or designee, shall file a report covering the matter, including the steps taken to implement the committee's recommendations, with the Governing Board, the appropriate body, and the parties to the dispute.

C. If either party to the dispute is not satisfied that the Hearing Committee's recommendations have been implemented properly, he/she may file an appeal with the Governing Board within a period of one year.

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Classified Hiring Procedures

Establishing the Position

A. New Classified positions are established through the reallocation of existing budgeted funds or through growth funding as described in the Resource Allocation Plan. Highest priority will be given to staff positions that are recurring short-term assignments and/or critical to the support of growth. Of lesser priority will be the establishment of positions that enhance delivery of service but are not critical to support growth.

B. Requests for all new positions are identified in advance in the department/program plans or the Educational Master Plan and are established according to need and priority within the area as funds become available.

Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new classified position. These criteria will be used as guides for the Committee in recommending the order of establishing positions across the College as a whole. You may address these criteria, as well as any other factors relevant to the need for a new classified position, by completing the Rationale Form for New Classified Positions.

The individual departments should initiate the Rationale Forms for New Classified Positions.

These requests should then be reviewed by the appropriate dean or administrator, who will also contribute to the request by indicating how high a priority s/he would assign to the request given requests received from throughout the area for which he or she is responsible. Similarly, the dean or administrator should submit the request to the appropriate vice president who will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.

These are the criteria which should be addressed in each proposal:

- continuing use of short-term staff to perform the functions of the proposed position
- overtime/compensation time expended by the department or unit

- technological or other changes requiring the employment of staff with special skills
- scarcity of qualified short-term staff
- backlog of work
- increase in demand for services provided by the department or unit
- industry standards
- external regulatory agency requirements or standards
- District goals and objectives
- position included in the department or unit's five-year plan
- increased service requirements/added responsibilities and/or inability of the department or unit to accept additional responsibilities due to current staffing
- any other factors specific to the department's or unit's needs not included above

These criteria are not in priority order and all need not be addressed.

C. Each administrative division is responsible for establishing the order of funding for positions within it, after consultation with the requesting departments/programs.

D. The Vice Presidents are responsible for establishing the order of funding for positions within the District as a whole, consistent with the Educational Master Plan.

E. After available funds for new positions have been identified, the Superintendent/President submits new position recommendations to the Governing Board for approval.

F. If a new position also involves a new classification, the District should seek and consider any input from the CCE/AFT in accordance with B.P. CCE/AFT-6 C; rev. PAC 5/19/98

INSTRUCTION

300
Academic Freedom

Palomar College considers academic freedom defined by its attendant rights and responsibilities as a vital, primary force in the achievement of the aims and objectives of the institution.

Academic freedom involves inherently the following rights and responsibilities:

- To research to the limit of competence and training the assigned teaching area and its references.
- To survey, probe, and question the relation of humans to their environment within the guidelines of research techniques and intelligent discussion.
- To question and challenge, without fear of censorship or discipline, those actions originating from within the institution which seriously affect the total academic environment.
- To introduce within the assigned teaching area controversial concepts, issues, and systems, subjecting these ideas to the test of objective reasoning.
- To create an unhampered and clear intellectual atmosphere, democratically maintained, encouraged, and supported by students, staff, administration, and members of the Governing Board.
- To associate with those individuals or groups of one's choice without fear of censorship or discipline, unless such association is forbidden by law.

At no time will the inherent right of the staff to use any of the normal channels of campus communication be abridged, nor will individual staff members be singled out for special prior censorship of their use of such channels of communication. It is understood that staff members exercising this right will accept responsibility for both the substance and the manner of their messages.

College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Therefore, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

300.1
Statement on Professional Ethics

Palomar College believes that the "Statement on Professional Ethics," promulgated by the American Association of University Professors and adopted by the California Academic Senate, serves as a reminder of the variety of obligations assumed by all members of the academic profession. These standards should become an integral part of each faculty member's personal and professional life.

Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as persons, they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

300.2
Critical Thinking

The major role of education in America is to produce an individual who can contribute to society as a well-informed member of a democracy. Competence in critical thinking empowers the college student with the ability to distinguish opinions from fact and belief from knowledge. Evaluative skills learned through elementary inductive and deductive reasoning have applications in problem solving in all aspects of everyday existence. Therefore, all examinations, assignments, and activities at Palomar College should reflect academic rigor by requiring critical thinking on the part of the student.

300.3
Informing Student of Course Content and Grading System

Each faculty member is responsible for informing students in writing of the course content and grading system for each class within the first two class meetings. This must be consistent with the official course outline. A current copy of the information which is provided to students should be on file in the Department/Program Office.

Suggested information includes:

A. Grading policy
    1. How are course letter grades, as described in the official course outline, determined?
    2. What kinds of tests, quizzes, skills demonstrations, or other assignments are given; and what is their value in determining the final grade?
    3. Is homework given and graded?
    4. Is attendance and/or class participation included in the grade?
    5. How is the withdrawal policy as presented in the College Catalog and Class Schedule applied and what are the significant dates related to withdrawal?
    6. Is the course eligible for credit/no credit?

B. General course outline.
C. Course requisites or expected entry skills.
D. Required and recommended texts or readings.
E. Required and recommended equipment or supplies.
F. Office hours and telephone number.
G. A statement regarding academic integrity and consequences for violations.

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Educational Materials

Library/Media Center, San Marcos Campus; Ernest J. Allen Library, Escondido Education Center
Use of the Library/Media Center:
Faculty members have access to books, periodicals, Internet, and a variety of electronic databases in the Library and to media materials in the Learning Resource Center. Books are circulated on a semester-loan basis to contract and adjunct faculty. However, faculty members are urged to return materials as soon as they have finished using them. Faculty members are encouraged to obtain their free PIC (Palomar Identification Card) from Student Services. The PIC card serves as the library card. Without a PIC card, the I.D. number of the borrower is used to check out material. For questions about Library/Media Center circulation or loan policies or operating hours of the facility, call the Circulation Desk at Ext. 2614.

Ordering Library/Media Center Materials:
Recommendations for books, periodicals, media materials, and/or computer programs may be submitted to the Acquisitions Librarian at any time. Books and media materials are ordered throughout the year.

General Resource Materials Selection Policies:
The Library Bill of Rights applies without exception to all purchases of library materials. The test of a controversial item will be its contribution, direct or indirect, to the programs of the College, to the needs of the students, and to the obligation of the College to be a forum for the free exchange of all ideas in the pursuit of truth and knowledge.

Librarians will discuss the addition or withdrawal of materials on the basis of the principles stated in the General Resource Materials Selection Policies.

The Library/Media Center is the resource laboratory of the instructional program and, as such, supplements classroom activity and is an integral part of the curricula in all departments. It is the function of the Library to:
A. Provide study and reference materials necessary for enriching the curricula and supplementing classroom instruction, including reference books, periodicals, government documents, pamphlets, maps, films, slides, recordings, tapes, filmstrips, video tapes, computer programs and access to Internet, CD-ROM resources, and electronic databases.
B. Provide study space for students.
C. Provide instructional resource materials for the faculty.
D. Provide materials that will stimulate intellectual, social, and cultural growth.
E. Strengthen the library resources in the College District by maintaining a significantly larger collection of reference tools, computerized resources, and materials of scholarly significance than are available in the local public libraries.
F. Provide research orientations to students, faculty, staff, and the college community.
G. Provide bibliographic instruction to teach essential research skills across the curriculum.
H. Coordinate the integration of information competency skills throughout the curriculum.

Techniques of Resource Materials Selection
Responsibility for Selection of Materials:
Ultimate responsibility for selection legally rests with the Governing Board. The President operates within the framework of the policies determined by the Board and delegates selection to the certificated librarians. Persons participating in the selection process: librarians; faculty; administrators; classified staff; students; and members of the College community.

Standard for selection:
A. Nonfiction: Relevance to curriculum, accuracy of contents, quality of writing, format, extent to which the subject matter is represented in the collection, social significance, timeliness, or permanent value.
B. Fiction: Above standards plus readability and literary value. No attempt is made to have an exhaustive collection of best sellers.

C. Children's books: Children's books are purchased to supplement the Child Development and Library Technology Programs.
D. Textbooks: The Library does not purchase copies of textbooks currently used in classrooms. Donated textbooks may be added to the collection.
E. Magazines and newspapers: General informational and scholarly journals and local and national newspapers are provided to give current information.
F. Multi-media materials: The Learning Resource Center provides various types of non-print material to provide a multi-media learning center and aid in the self-instructional learning program.
G. Computer Software: Programs are selected which aid the instructional program at the College. Examples include word processing and tutorial programs. In addition, programs for Internet access for general usage are provided.
H. Gifts are welcomed by the Library, but are accepted only with the understanding that they will be added to the collection only if they are needed and meet the above standards.

Discard Policy:
To keep the book collection up-to-date, materials are discarded periodically when they are:
A. Superseded editions and materials where information is outdated.
B. Duplicates or titles no longer in demand.
C. Beyond repair.

Request for Reconsideration of Library and Learning Resource Center Material Forms:
Request for reconsideration must be presented to the Director, Library/Media Center and Educational Television in writing on the "Request for Reconsideration of Library Material" form. The request must include specific information as to the author, title, publisher/producer, and page number/section of each item to which objection is being made. This request must be signed and identification given which will allow proper reply to be made.

Evaluation Committee:
Should the request for reconsideration not be settled satisfactorily through discussions between the Director, Library/Media Center and Educational Television, and the user, the written specific objections shall be submitted to an evaluation committee consisting of the President, the Assistant Superintendent/Vice President for Instruction, the Director, Library/Media Center and Educational Television, the President of the Faculty, and the President of the Faculty Senate for re-evaluation. The decision of the Committee shall be subject to the approval of the Governing Board whose decision shall be final. A written copy of the Board's decision will be sent to the user initiating the request.

Request to Place Materials on Reserve:
Faculty members may place books on reserve status by using the form available at the Circulation Desk. Forty-eight hours' processing time is required before reserve materials are available for student use. For best service to students, the librarians should be notified in advance when an article is assigned to be read in a current or past issue of a periodical or a passage or chapter from a particular book.

Library Orientation:
Instructors are encouraged to schedule special library orientations to suit the immediate needs of their students for particular assignments and/or for a general introduction to the services, role, and resources of the Library. Call the Library Reference Desk to schedule library orientation, Ext. 2616.

Academic Research Laboratory
The Academic Research Laboratory is located on the second floor of the Library/Media Center, adjacent to the Reference Desk. The Academic Research Laboratory provides the following computer services to students, faculty, staff and community members:
A. Internet Access
B. Searchbank Periodical Database/Expanded Academic ASAP--A general index covering over 1,700 magazines and journals.
C. Health Reference Center--Periodical index covering health/medical subjects.
D. National Newspaper Index--An index of major U.S. newspapers.
E. Selected multi-media CD-ROM sources.
Computers in the Academic Research Laboratory must be reserved in advance due to high demand. Reservations may be made in the lab or by calling the Reference Desk at Ext. 2616.

Learning Resources Center

The Learning Resources Center is located on the ground floor of the Library/Media Center. The Center provides the following:

A. Media resource (non-print) materials to supplement course requirements and individualized instruction.
B. Audio-visual library of materials such as audio tapes, filmstrips, slides, video tapes, and compact discs.

Students may check out materials for use in the Center. Instructors may check out items for use in the classroom or for viewing at a more convenient location. There is also a small circulating general-interest collection. Some equipment may require reservations due to short supply and high demand. Call Ext. 2624 for questions regarding the Learning Resources Center.

Academic Technology Resources Lab

The Academic Technology Resources Laboratory is located on the ground floor of the Library/Media Center. The Laboratory provides the following:

A. Software for word processing
B. Internet Access Software
C. On-line Periodical Access
D. Tutorials

Instructors interested in having their class members use the computers in the lab must schedule a class orientation with a Lab Assistant by calling Ext. 2657. Students are required to attend a 30-minute orientation covering computer procedures before they may use the equipment.

Audio Visual Services

Film Booking Office

Palomar College participates in a Consortium with eight other campuses in San Diego and Imperial Counties. The 16-mm film and video titles maintained in the consortium (nearly 3,000 titles) are supplied to all member campuses and are available free of charge. Consortium catalogs are issued to each department. Additional copies, as well as catalogs from many academic and commercial sources are available in the Film Booking Office, located on the second floor of the library. Call Ext. 2626 for more information.

Equipment Distribution

Reservations for audio-visual equipment for day or evening instructors should be made with Audio Visual Distribution in one of the following ways:

A. Use an AV equipment form (may be completed for the entire semester if desired)
B. Visit the AV Department located on the first floor of the library in LL-107.
C. Call the AV Department at Ext. 2625.
D. E-Mail your request to lhoffman@palomar.edu.

Requests must be made at least 24 hours in advance to ensure receiving the equipment. Equipment available includes, but is not limited to, VCR, television, 16mm projector, 35mm projector (slide), audio cassette player, overhead projector, etc. For additional information, call the AV Office at Ext. 2625. If you have equipment failure in class, call Ext. 2625 to have a technician repair the problem.

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Course Outline

The following information must be contained in each course outline for A.A. Degree applicable courses: Course number and title, unit value, minimum number of semester hours, entrance requirements, basic skills requirements, scope of course, specific course objectives, content in terms of specific body of knowledge, required reading, required writing, outside assignments, instructional methodology, grading policy and standards, and repeatability.

The following information must be contained in each course outline for Non-A.A. Degree applicable course: Course number and title, unit value, minimum number of semester hours, basic skills requirements, entrance requirements, scope of course, specific course objectives, content in terms of specific body of knowledge, required reading, instructional methodology, grading policy and standards, and repeatability.

Course outlines are viewed by the program/department and division dean on a five-year cycle, with 20 percent reviewed annually. At the end of each spring semester, the Instruction Office provides to the department chairpersons/directors and division deans a list of the course outlines due for review. Course outlines should be approved and forwarded to the Instruction Office by the end of April the following year.

305
Academic Integrity Code of Conduct

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor.

Violations

Violations of the Academic Integrity Code include:

- Cheating, plagiarism or false representation of another's work as one's own.
- Forgery, alteration, or misuse of college documents or records.
- Use of false identification.
- Knowingly furnishing false information to the District.
- Unauthorized use or misuse of District equipment.
- Unauthorized access, use, or alteration of computer hardware, software, or data.
- Obstruction or disruption of the educational process.
- Soliciting or assisting another to do any of the above.

Consequences

Consequences for violating this code may result in any or all of the following:

A. At the discretion of the instructor the student may receive:
   1. A failing grade for the assignment
   2. A failing grade for the course
   3. Short-term suspension as described in Section IV A of the Rules and Regulations for Student Behavior

B. Long-term suspension or expulsion may be applied following the procedures described in the Rules and Regulations for Student Behavior.

In the event that District level sanctions, including suspension or expulsion are applied, the procedures described in the Rules and Regulations for Student Behavior will be employed.

306
Field Trips/Off-Campus Class

The State Education Code makes a distinction between field trips and off-campus classes. Instructors involved in taking students away from the campus must check with the Office of the Assistant Superintendent/Vice President for Instruction for proper identification of the student activity. Forms may be obtained from the Office of the Assistant Superintendent/Vice President for Instruction for listing dates of the trip, destination, and general purpose. The forms are to be signed by the department chairperson, division dean, and are then forwarded to the Office of the Assistant Superintendent/Vice President for Instruction. Requests should be submitted to the Office of the Assistant Superintendent/Vice President for Instruction TWO WEEKS IN ADVANCE of the date of departure.

In the case of out-of-state or out-of-country field trips, signed waivers (Release to Hold Harmless and Indemnify) are also required of each student. These waivers, along with a list of all students making the trip and an itinerary, must be attached to the field-trip form and must be filed with the Office of the Assistant Superintendent/Vice President for Instruction prior to the field trip. Instructors should consult the division dean if student fees are being considered. The instructor must make arrangements with the Cashier's Office in Fiscal Services for collection of student fees, if applicable. Instructors are not to directly collect fees. If a College vehicle is desired, a Request for Use of College Vehicle must be submitted to Buildings and Grounds. If chartered transportation is desired, a purchasing requisition must be submitted to Purchasing.

See also Use of College Vehicles (507.22).

308
Instructional Facilities

Classrooms are assigned by the Office of the Assistant Superintendent/Vice President for Instruction. Community use of College facilities is also arranged through the Office of the Assistant Superintendent/Vice President for Instruction, which will check with the Office of the Director of Student Activities to avoid conflicts with the Student Union.

Classroom Changes:

In the event that an instructor needs to change an officially assigned classroom, the request for room change must be submitted to the office of the Assistant Superintendent/Vice President for Instruction on a Schedule Information Sheet (available in the Office of the Assistant Superintendent/Vice President for Instruction).

Office Assignments:

Office assignments for instructors are made by the Office of the Assistant Superintendent/Vice President for Instruction.

309
Class Size

Quality education is well obtained in some courses with large student enrollment and in other courses with only small enrollment. Moreover, some key courses will seldom or never have large enrollment simply as a consequence of attrition from prerequisite courses. Realistic economic factors require a balance between large and small classes. This balance can best be accomplished by class-size recommendations from the department level because the various departments are more familiar with popular, standard, and educationally critical course offerings. Department chairpersons/directors, the appropriate dean, and the Assistant Superintendent/Vice President for Instruction shall have the responsibility of maintaining a minimum class size of eighteen (18) students, with the following exceptions:

A. The course is a lower division requirement in a major subject area for successful transfer to a four-year institution and is offered only once in a one-year period.
B. The course is required for the completion of a certificate and is offered only once each year.
C. The course is required for an Associate in Arts degree under State or local requirements, is offered only once per year, and no other course which could be substituted for it has been offered in that time frame.
D. The course is experimental (a new course or new approach to teaching a course, when approved as experimental by the Curriculum Committee). The course maintains that distinction for one semester only unless a specific exception is made by the Assistant Superintendent/Vice President for Instruction.
E. The course is carried as an unpaid, voluntary overload by the instructor or department/program.
F. The facilities required for the course limit the enrollment.
G. It is a specialized course offered in professions or occupations requiring specialized accreditation standards.
H. The course is conducted as a travel or field study course in the United States or abroad and is cost effective at the lower enrollment.
I. The course meets with other courses or sections to yield a total combined enrollment of eighteen or more. Hours are credited to the instructor only once.
J. The course is taught at an education center and is cost effective at a lower enrollment. Minimum class size guidelines which are below eighteen (18) for education center facilities will be developed by the Dean of Community Learning Resources and approved by the Assistant Superintendent/Vice President for Instruction.
K. With the agreement of the appropriate dean, a department or program may offer a single section of a course necessary to its instructional program even if those classes have an initial enrollment of less than eighteen (18) provided that the average enrollment of all courses offered by the department/program that semester exceeds twenty-five (25) students.
L. The Assistant Superintendent/Vice President for Instruction may, at the request of the dean and department chairperson/director, grant permission in special cases to conduct low-enrollment courses not meeting the above requirements.

Records of deliberations, exceptions, and canceled classes will be maintained in the office of the Assistant Superintendent/Vice President for Instruction. These guidelines do not apply to summer sessions. (Procedures approved, Faculty Senate, 5/15/89)

311
Instructional Grants

Projects which may be considered for an Instructional Grant include:

- Development of an innovative course of study for which prior approval has been received through normal channels.
- Major revisions to an existing course of study which may include extensive use of instructor-prepared programmed materials by the student in the Learning Resource Center or a laboratory.
- Development of instructional or curricular procedure changes which result in more efficient operations, such as changes in preparing Curriculum Committee agenda, minutes, and catalog updates.
- Applications for Instructional Grant are available in each Dean's office and in the Office of Instruction.

315
Department Chairpersons/Directors

315.1
Chair/Director Responsibilities

Primary Responsibility:

Under the direction of the dean and in accordance with established department policies, procedures, and practices, the chair/director plans, organizes, and coordinates the activities of the department including curriculum, scheduling, and course selection to improve student learning.

Duties/Responsibilities:

Leadership

- Demonstrate department leadership for student learning;
- Represent the department within the Division and to the administration;
- Facilitate communication between the administration and the Department;
- Support innovation in the Department; facilitate opportunities for professional development for all Department faculty and staff;
- Participate in and encourage department faculty to participate in shared governance.

Department Administration

- Produce accurate and timely semester schedules, catalog information; coordinate curriculum development and review;
- Use assigned rooms appropriately;
- Design class schedules to meet student learning needs; ensure that classes are assigned in accordance with established department procedures and practices;
- Facilitate textbook review and selection; order textbooks in accordance with District procedures;
- Prepare and monitor department budget; set priorities for resource needs;
- Serve on faculty evaluation committees as appropriate; coordinate adjunct faculty evaluations;
- Attend chair/director meetings and division meetings as scheduled;
- Respond to student complaints; mediate student/faculty disagreements;
- Review course substitutions/equivalencies;
- Conduct department meetings for faculty;
- Approve credit by exam requests;
- Approve sabbatical leave requests and reports;
- Review and approve supply and equipment requisitions;
- Coordinate field trip requests;
- In conjunction with department faculty:
- Develop short and long-range department plan;
- Maintain current semester syllabi for all courses within the department;
- Recruit, interview, and recommend classified support staff for hire;
- Supervise, train, and evaluate classified staff;
- Update department procedures for chair selection, rotation, and dismissal;
- Where appropriate: Identify student placement sites, prepare special accreditation, monitor professional certifications, handle safety issues/hazardous materials, facility equipment, and supervise use of specialized equipment/facilities. Attend professional organization meetings to maintain currency and networking.

Hiring Responsibility

- Coordinate full and part time faculty hiring in accordance with the Hiring Policy and Procedures; provide appropriate support;
- Facilitate the introduction and department orientation of new faculty; identify a department faculty mentor for each new faculty member.

District Responsibilities

- Promote, support, implement, and comply with the District's Faculty and Staff Diversity Plan in all aspects of student learning and employment issues; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
- Comply with District policies and procedures on Sexual Harassment, the Americans With Disabilities Act, and other policies that affect students and employees.

- Comply with the District's Injury and Illness Prevention Program; maintain a safe work environment, enforce safe work practices, report and investigate accidents, maintain necessary documentation, and require employees to receive mandated training.

Other

- Perform related duties as assigned.

315.2
Criteria for Assigned Time for Instructional Chairs/Directors

The following criteria will be used to determine the amount of assigned time for chairs/directors. For assigned time in excess of 80 percent, the chair/director, in consultation with the department/program faculty and the dean, will recommend the appropriate reallocation of the duties and the assigned time.

A. Number of staff supervised (FTE for classified, academic, and students)
B. Weekly Student Contact Hours (WSCH)
C. Number of sections scheduled
D. Percent of sections offered at other than San Marcos campus
E. Number and size of disciplines in the department/program
F. Complexity of budget (both restricted and unrestricted funds)
G. Reporting requirements/external contacts/accountability demands/District-wide service or support
H. Safety issues
I. Hazardous-materials issues
J. Equipment and facilities
K. Curriculum/program development
L. Curricular or co-curricular activities which impact the department, e.g., performances, exhibits, sales, workshops, competitions
M. Other

315.3
Department Chairpersons - Procedures for Departmental Review of and Recommendations of Candidates for Department Chairpersonship

The departmental structure developed at Palomar College has proven to be highly successful and functional in providing a strong link between the faculty and the administrative processes of the college. In order to assure that this link is maintained as departments grow in number and increase in size, Board Policy 315.3 has been adopted. Nothing in this policy is to be construed to mean that departments must adopt a system of rotation of the chairpersonship or that present chairpersons must be replaced. The Assistant Superintendent/Vice President for Instruction shall be responsible for implementing this policy.

315.5
Criteria for Summer Compensation for Instructional Department Chairs/Directors (94-17000)

The following criteria will be used to determine summer stipend:
A base stipend of $500 for each Department Chair/Director, or designee, is paid to carry out the summer responsibilities. Additional summer stipend is based upon the higher of the two previous summers weekly student contact hours and the qualitative factors as identified in Procedure 315.2.

The Department Chair/Director, or designee, is not expected to be on campus, but is expected to be available by telephone during the summer. Deans and Department Chairs/Directors will consult before the implementation of any action. GB Rev. 5-9-95

320
Articulation
Development of Articulated Agreements with Secondary Schools

A. Palomar College and each school shall negotiate Course Articulation Agreements for each course for which equivalent College credit will be granted.
   1. Responsibility for articulation rests with the College Articulation Officer and the school which requests or responds to the articulation proposal.
   2. Equivalency standards shall be jointly agreed upon in writing by the faculty from the appropriate department/program of each institution.
   3. There shall be a separate Course Articulation Agreement for each course or program that qualifies for equivalent College credit.

B. Articulation Agreements shall be reviewed periodically by the faculty of both institutions to assure appropriateness and continuing equivalency. In the event of modification to a course, all parties shall be given written notification.

C. The Request for Articulation form, which initiates the articulation process, is available from the College Articulation Officer and shall be completed by the faculty of the secondary school. The Request and supporting documents shall be sent to the College Articulation Officer for review and consultation with the appropriate College faculty member(s). Meetings shall be arranged with appropriate secondary school and College faculty to clarify the agreements.
   1. Secondary school and College courses shall be compared.
   2. Curriculum and equivalency standards shall be determined. Equivalency standards may include, but are not limited to course content, sequence of presentation, instructional methodology, equipment, teaching materials, examinations or proficiency tests, grade assignment, and student evaluation.

D. The Articulation Agreement shall be forwarded to the Department Chair/Director, Instructional Dean, and Vice President for Instruction at Palomar College for appropriate signatures. Articulation Agreements with secondary schools shall be kept on file in the Articulation Office.

E. The Palomar Community College District and the participating secondary school districts will summarize the articulation activities and periodically review the articulation process.

Process for Receiving Articulated Credit:

A. For a Palomar Community College District grade of "credit" (Cr), the student must have achieved at least a "B" grade in all semesters of the articulated course.

B. The Palomar Community College District agrees to grant College credit in accordance with the program in effect at the time of the agreement.

C. College credit will be granted to students upon completion of a course at Palomar College.

D. When the student has completed one course at Palomar College and upon receipt of the student's high school transcript and the Certificate for 2+2 Articulated Credit, the College Evaluator will post the grade of "credit" (Cr) on the College transcript.

E. Articulated College credits will not be differentiated on the student's Palomar Community College District transcript other than by a special notation indicating "articulated credit."

F. Unless otherwise specified in the Articulation Agreement, the student has two years after completion of the articulated course or of high school, whichever is greater, to apply for College credit.

G. College fees will not be charged for college units earned through articulated course work.

Development of Articulated Agreements with Other Colleges and Universities:

A. Palomar College and each institution shall negotiate course-to-course, preparation for major, and general education Articulation Agreements.
   1. Responsibility for articulation rests with the Articulation Officer at Palomar College and a representative from the receiving or responding college or university.
   2. Equivalency standards shall be jointly agreed upon in writing by the articulation officers and faculty from the appropriate department/program of each institution.

B. Palomar College, represented by the Articulation Officer, shall submit courses for approval for the Intersegmental General Education Transfer Course (IGETC) List, the California State University General Education Breadth List, the University of California Transfer Course Agreement (TCA), and the California Articulation Number System (CAN) on a yearly basis. Responsibility for these proposals rests with the Articulation Officer who shall seek input and approval from the Vice President for Instruction and the Curriculum Co-Chair.

C. Articulation Agreements are reviewed annually. Additions, deletions, and technical changes approved through the established College curriculum process are sent to all institutions holding affected Agreements.

D. Articulation Agreements shall be kept on file in the Articulation Office. (rev. PAC, 10-7-97)

325

Worksite Education

District Support of Worksite Education

A. The Palomar College Community College District is dedicated to meeting local needs and serving all segments of the community, including local businesses and economic development entities whenever possible and deemed appropriate.

B. The District will make every effort to be a major partner in the economic development activities of the local community. Such economic-development activities may come in the form of joint ventures with local, state, and federal economic development entities. When appropriate, Worksite Education may be conducted in joint efforts between the college and such entities and agencies.

C. Worksite Education is consistent with and complementary to the overall mission of Palomar College. Worksite Education is viewed as another means for meeting the educational and training needs of the College's constituencies.

D. Participation in Worksite Education programs or classes shall be the prerogative of the Palomar College Board of Trustees.

Definition of Terms Related to Worksite Education

The terms "Worksite Education" or "contract instruction" are used by the legislature, Chancellor's Office, and community college districts to refer to those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college (California Education Code for Worksite Education, 78020 {C}).

A. Credit: Courses offered for community college credit, whether the class generates state apportionments or not.
B. Noncredit: Courses that meet state criteria for the ten course areas eligible for noncredit apportionment.
C. Not-For-Credit: Courses and seminars that are custom-designed and funded by public or private entities. These courses and seminars are not eligible for state apportionment.
D. No Credit: Refers to a grade option in a course. This is not an actual course option.

Worksite Education Course Options

A. Credit classes open to the general public (eligible for apportionment).
B. Credit classes closed to the general public (client funded).
C. Noncredit classes open to the general public (eligible for apportionment).
D. Noncredit classes closed to the general public (client funded).
E. Not-for-credit classes closed to the general public (client funded).

Contract Programs by Customer Category

A. Contracts with Entities: These include educational programs offered under a contract directly between the college and companies in which the company funds the course. These classes (or educational training workshops) typically are designed to provide short-term skills, education, and training for company employees.
B. Contracts with Public Entities: These contracts are similar to those above with the exception that the contracting parties are public agencies (such as a city or fire department). These programs are funded from "public agencies'" operating funds. These programs usually involve the actual training of agency employees.
C. Contracts Supported by Public Training Funds: These include programs offered under contracts between the College and a public training-fund administrative entity. Public training funds include Job Training Partnership Act (JTPA) and the California Employment Training Panel (ETP). The programs are typically designed for new jobs or to retrain currently-employed persons in new skills. They are frequently occupationally oriented.

Approval of Worksite Education
Course Curriculum and Course Offerings

A. All new or revised Worksite Education credit, noncredit, or not-for-credit courses and course offerings must be affiliated with a department and are approved by the department responsible for that discipline. Credit and noncredit courses are also approved by the curriculum committee.
B. All new or revised credit, noncredit, or not-for-credit Worksite Education courses and course offerings which are affiliated with more than one department are approved collectively by those departments. In cases where those departments cannot reach agreement, the course will be referred to the appropriate Dean and the Vice President for Instruction.
C. All Worksite Education courses and course offerings shall be approved by the Governing Board before the course is offered by Palomar College.

Approval of Worksite Education Faculty

A. Faculty in all credit and noncredit Worksite Education classes shall be selected and hired according to procedures existing in the Palomar Community College District for the selection of instructors for credit classes (Ed code, 78022 {a}).
B. All faculty who teach not-for-credit Worksite Education courses shall be approved by the department responsible for that discipline.

Salary and Remuneration for Worksite Education Faculty

Faculty teaching credit and noncredit Worksite Education courses shall be compensated in the same manner as comparable faculty in the regular non-Worksite Education program (Ed code, 78022 {b}). Faculty teaching not-for-credit Worksite Education courses shall be compensated at the negotiated rate, to be no less than the current hourly rate for adjunct faculty.

Load Status of Worksite Education Faculty

Credit, noncredit, and not-for-credit Worksite Education courses will not be used to determine the load status for part-time, temporary, or full-time faculty.

Payroll and Personnel Procedures for Worksite Education Faculty

Existing District payroll and personnel procedures will be used for faculty who teach Worksite Education courses.

Evaluation of Worksite Education Faculty

Evaluation of faculty who teach Worksite Education courses will follow the same student-evaluation procedures that are used to evaluate adjunct faculty.

Financial Support of Worksite Education

The college shall recover, from all revenue sources including any combination of public and private sources, an amount no less than the actual costs, including administrative costs, incurred in providing Worksite Education programs or training. Any start-up costs reallocated from departmental or divisional budgets shall be recovered from contract revenue (Ed code, 78021).

Distribution of Worksite Education Fees

A portion of income will be distributed to the department and division involved in each Worksite Education course offering, and income shall not supplant general funds.

Operation of the Worksite Education Program

A. Overall administrative responsibility for the operation of the Worksite Education program will rest with the Assistant Superintendent/Vice President for Instruction.

B. The Manager of Worksite Education shall administer the program, with the following as his/her primary responsibilities:

   1. Serves as the contact point and/or develops the contractual relationships between the District and the clients.
   2. Expedites the delivery of educational services by serving as the liaison between the client and the District educational programs and services.
   3. Assures the delivery of quality education and services to the contracting client. This includes planning, organizing, staffing, directing, and coordinating the functions and operations of the appropriate areas of the College.
   4. Follows the standard guidelines for establishing a contract that have been developed by the Instruction Office.

STUDENTS

400
Admissions

Admission to Palomar College shall conform to existing Education Code and Administrative Code regulations and requirements. Unless exempted by Statute, every course, course section, or class, the FTE of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

400.1
International Students (F-1)

Palomar College admits international students who have an F-1 or M-1 visa permitting them to study in the U.S. International students, who come from all over the world, must comply with certain requirements imposed both by Palomar College and the Immigration and Naturalization Service. They pay non-resident tuition and a capital outlay fee in addition to college enrollment fees. The International Student Office of Palomar College monitors the students' academic progress. Non-native speakers of English who are permanent residents of the United States and students who hold other types of visas are not considered international students.

401
Matriculation

Matriculation is a process that brings the College and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the College's established programs, policies, and requirements. The responsibilities of a college under this agreement will entail providing appropriate matriculation services which shall require:

- The processing of applications for admission;
- Orientation and pre-orientation services;
- The use of multiple measures to assess student's academic skills and abilities;
- Counseling and advising to include the development of educational plans;
- Follow-up system to detect and correct early signs of academic difficulty;
- Referral of students to additional student services;
- Ongoing institutional-research program;
- Faculty and staff training;
- Prerequisite validation and enforcement.

401.1

Student Rights and Responsibilities

Students have the right to challenge prerequisite requirements as well as recommended course placement.

402

Registration

No registration procedures shall be used that result in restricting enrollment to a specialized clientele.

402.1

Wait List

A . The department chair and the dean will establish the wait-list size. The practice of establishing an unlimited wait list as a measure of demand for a course is to be minimized.

B. A student will not be allowed to register in another section of a course while on a wait list for the same course.

C. All instructors should follow the wait-list system. However, if an instructor will not follow the wait-list system, no wait list will be established for those sections taught by that instructor. In the event an instructor has made an "informal" arrangement to allow a student into a class, the decision should not penalize wait-list students.

D. Admittance into a closed class will occur only with permission of the instructor.

403

Fees

Palomar College Community District will charge fees according to the California Department of Education bylaws.

ACADEMIC REGULATIONS

405

Students' Rights and Privacy of Student Records

Pursuant to CAC Title 5, Section 54606 and subsequent sections, you may request an opportunity to inspect any and all official school records, files, and data related to the student. If information in the file is inaccurate, misleading, or inappropriate, the student may request removal of the information, or include a statement disputing the material which he/she challenges.

Other provisions of the law restrict the people who have access to the information in student records. School personnel with legitimate educational interests, schools of intended enrollment, specified federal and state educational administrators, or those who provide financial aid are entitled to access without the student's consent. Access may also be obtained without your consent pursuant to court order. Parents of minors do have access. Parents of non-minor students do not have access, except when written permission is received from the student.

Directory information is maintained which includes name, address, telephone number, date of birth, and class schedule information. Notify the Admissions Office if you do not want this information released.

1. Student degrees and awards are publicized to recognize scholastic and athletic achievements in the school newspaper, or to the news media.
2. Lists may also be provided to other Palomar College departments or to colleges and universities for the expressed purpose of providing educational opportunities and financial assistance to students (names and addresses only).

3. Lists may be provided to military service recruiters for the expressed purpose of offering career opportunities to students (names and addresses only).

No directory information is released to individuals unless your permission is secured.

A student may choose not to disclose the social security number and receive an assigned student number. Students who are applying for or receiving student financial aid must disclose their social security number. Also, any student who wants to receive a tuition tax credit form (1098 T) to claim income tax credit for tuition and fees on their federal income tax return must provide the social security number.

All health information is confidential, and is not revealed to any person or persons, except those persons in Health Services directly connected with treatment of the student. Instructors, however, will be notified if a student has a health condition that may result in losing consciousness.

Regulations and procedures regarding student records are available in the Records Office, room SSC-54.

409

Degree/Certificate Requirement Change to Comply with the Americans With Disabilities Act of 1990

The following criteria will be used in evaluating a student's request:

A. Documentation of Disability with specific test scores and/or medical documentation and a description of the degree of educationally related functional limitations in the academic area under discussion.

and

B. Evidence of the student's good-faith effort to meet the DEGREE/CERTIFICATE requirement such as:
   1. consistent and persistent effort in attempting course work as shown by academic transcripts
   2. regular attendance, completion of all assignments
   3. use of all appropriate and available services such as tutorial assistance or instructional support classes
   4. use of all appropriate and available academic adjustments such as test accommodations. (Such accommodations include extended test-taking time, provision of a quiet room for test taking, or provision of a reader.)

   The student's good faith effort may also be validated in a written statement from the instructor and a DSP&S specialist.

   If a student with a documented disability can demonstrate to the DSP&S Specialist that his/her disability is of such magnitude that any attempt at completing the course would be futile, the student need not provide evidence of good faith effort as described in (B) above.

and

C. Evidence that the student is otherwise qualified such as:
   1. student's success in completing course work in all other areas required for the degree or certificate
   2. success in courses that demonstrate equivalent skills to the courses under consideration
   3. success in employment.

and

D. Evidence that the objectives of the course in question can be met in some other way (course substitution or other.)

and

E. Evidence that the request would not require a fundamental alteration to an essential component of an academic requirement. (Academic requirements that the College can demonstrate are essential to the program of instruction being pursued by the students, or directly related to licensing requirements, will not be regarded as discriminatory." Volume 34 of the Code of Federal Regulations 104.44(a).)

Documentation to be Submitted:

The student shall submit all of the following to the DSP&S Coordinator a minimum of two semesters before the proposed degree or certificate completion date:

A. completion of Section A of the Request for Degree/Certificate Requirement Change. These forms are available at DSP&S or at an Admissions counter.

B. a letter written by student addressing the criteria A-E (listed above).

C. evidence from a specialist on disabilities (from Palomar College DSP&S or other recognized professional source) verifying the disability as it relates to student's request.

D. an informal academic evaluation by a Palomar Community College counselor of degree or certificate requirements which student still needs to complete.

E. a current academic transcript. An informal transcript is available in Counseling.

F. documentation from instructor(s) outlining evidence of persistent and consistent effort in attempting the course.

or

documentation from a specialist on disabilities that the student's disability is of such nature or magnitude that any attempt at completing the course would be futile.

G. documentation from instructional support faculty or staff outlining evidence of use of all appropriate and available services and academic adjustments.

The DSP&S Coordinator will complete section B of the request and, upon receipt of items A-G, will call a meeting of a committee comprised of:

1. the Dean from the academic area(s) involved
2. the DSP&S Coordinator, or designee
3. an advocate of the student's choice (non-voting)
4. the department chair from the academic area(s) involved
5. a representative from the Faculty Senate (preferably from the concerned academic area.)

Minutes of the meeting will be taken. The Committee will review all evidence presented by the student. The Committee's decision will be determined by a majority vote. In the event of a tie, the request will be referred to the Vice President for Instruction. If the Committee recommends a course substitution, the Committee will request the department for the course in question to identify appropriate course substitutions.

If the request for change is approved by the committee and later granted by the department for the course in question, the student must fulfill all other requirements for the associate degree or certificate. Any decision which affects a transfer-level course may not be recognized by the educational institution where the student intends to transfer.

The committee will forward its decisions in writing to the student and Dean of Student Affairs within 3 weeks of receiving the original completed petition.

If the student is dissatisfied with the committee's decision, he/she may appeal to the Vice President for Instruction. Further appeals may be made to:

Office of Civil Rights
Coordination and Review Section
Civil Rights Division
U.S. Department of Justice
P.O. Box 66118
Washington, D.C. 20035-6118

410
Student Responsibility

Each student is responsible for his/her registration in classes and for attending classes. Furthermore, each student is responsible for following the rules and regulations in the Catalog. The College is not at fault if the student fails to read and understand the rules.

411
Grading System

Grades are assigned by instructors according to guidelines specified in the approved course outline.

411.1
Evaluative Grades

Each student who is registered after the drop deadline is subject to an evaluative grade or "I." The only evaluative grades which can be given are A, B, C, D, F. CR or NC can be given only if the option is noted on the grade roster.

411.2
Non-Evaluative Grades

I **Incomplete:** Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term.

The condition for the removal of the "I" is stated on the Record of Incomplete (I) Grade form. The "I" is not used in calculating units attempted or for grade points. A final grade shall be assigned when the stipulated work has been completed and evaluated, or when the time limit for completing the work has expired.

The "I" must be made up no later than one year following the end of the term in which it was assigned. In unusual circumstances, a student may petition to the Vice President of Instruction for a time extension.

IP **In-Progress:** The "IP" is used only in those courses that extend beyond the normal end of an academic semester or session. It indicates that work is "in progress," but that assignment of an evaluative grade must await its completion.

The "IP" symbol remains on the student record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and will appear in the student's record for the term in which the course is completed. If a student receives and "IP" in an open-entry, open-exit course and does not re-enroll in the course, or fails to complete the course in the subsequent term, an evaluative grade must be assigned.

RD **Report Delayed:** The "RD" may be assigned only by the Records Office. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of either the student or the Records Office. It is a temporary notation that will be replaced by a permanent symbol as soon as possible. An "RD" is not used in calculating the grade point average.

W **Withdrawal:** The "W" will not be used in calculating grade point averages, but excessive "W's" will be used as factors in probation and dismissal procedures.

Full Semester Courses: No notation ("W" or other) is made on the student record for withdrawals during the first four weeks of a course

Withdrawal between the fourth week and the eighth week is at the student's discretion, and will result in a "W" grade recorded on the student's permanent record.

Withdrawal after the eighth week is not permitted. An evaluative (A, B, C, D, F) or Incomplete (I) grade will be assigned. Students who have verifiable extenuating circumstances may petition to withdraw.

Short Term (less than 16 weeks) Courses: No notation ("W" or other) is made on the student record for withdrawals during the first 30% of the course.

Withdrawal between 30% and 50% of a course is at the student's discretion, and will result in a "W" grade recorded on the student's permanent record.

Withdrawal after 50% of a course is not permitted. An evaluative (A, B, C, D, F) or Incomplete (I) grade will be assigned. Students who have extenuating circumstances may petition to withdraw.

MW **Military Withdrawal:** Members of an active or reserve military service who receive orders compelling a withdrawal from courses will be permitted withdrawal at any time during the semester. Upon verification of such orders, the grade symbol "MW" will be assigned after the "no notation" period. The "MW" will not be counted in progress probation or dismissal calculations, and will not have any adverse effect on the student academic record or enrollment status. Upon petition, the student will also receive a refund of the entire enrollment fee.

411.3
Grade Changes

All grades are final in the absence of mistake, fraud, bad faith, or incompetency (Title V 51308). No grade that has been placed in a student's record may be changed unless the instructor submits a Grade Change Form to the Records Office stating the reason for the change as listed above.

All changes or modifications to a student record must be requested no later than one year from the semester in question. Registration records are maintained for a three-year period only.

411.4
Grading Procedures

Final grades must be submitted on the appropriate forms with authorized signatures. Grade rosters will be issued toward the end of the semester for assignment of final grades.

413

Course Repetition

A course may be repeated under only the following six conditions:

1) The course has been identified in the catalog course description as repeatable, and the student has not taken the course more times than allowed. State law will allow a student to repeat certain activity, performance, and skill courses. Refer to the course description for limitations.
2) The student is repeating the course to alleviate a substandard (D, F, NC) grade. For a third or subsequent attempt, the student must submit a formal petition to the Director of Enrollment Services.
3) The student is repeating a course after a lapse of three years. Repetitions of courses completed with a standard (A, B, C, and CR) grade are included in this category. A formal petition must be submitted to the Director of Enrollment Services.
4) The student is repeating a course within a period of three years from the first attempt. Classes completed with standard or substandard grades are included in this category. These requests may be approved based on the previous grade being, at least in part, the result of extenuating circumstances (verified cases of accident/illness) or other circumstances beyond the control of the student. A formal petition must be submitted to the Director of Enrollment Services.
5) The student is auditing the class for no grade or credit.
6) The student is a disabled student whose success in other general or special classes is dependent upon additional repetitions of a specific class. A formal petition must be approved by the Director of Disabled Programs, and by the Director of Enrollment Services.

Current and potential financial aid students are advised that financial aid will not fund a repeat course. However, any course repeated, whether or not financial aid funds were received, will count in the total units attempted limit for financial aid eligibility.

Petitions for Course Repetition are available in the Evaluations Office, and must be approved before the student may enroll in the course to be repeated.

Students repeating a course should complete a Grade Adjustment Form and submit it to the Records Office to have their grade point average adjusted. The CR/NC grading option is not available to students repeating a course to alleviate a "D" or "F" grade.

Students who do not comply with the above regulations will be administratively withdrawn from the repeated class. The student will be notified by mail and should arrange to register for an alternative class immediately.

Annotation of Record/Course Repetition

It is important to understand that the student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible ensuring a true and complete academic history. Transcripts will be annotated in the following ways:

A. Courses with substandard grades may be repeated only once in order to raise the grade and grade points. The units attempted, grade, and grade points of the first attempt (or lowest grade) will be subtracted from the totals for that semester and will be listed on the record with a code that denotes repetition. In no case will duplicate units be allowed.

B. For students repeating a course in which a standard grade was received, the first attempt will be the one used in the calculation of the grade point average. The second attempt (even if better) will be subtracted from the totals and will be listed on the record with a code that denotes repetition. In no case will duplicate units be allowed.

C. For students taking a course for the third of more time in which they have received substandard grades, the first attempt (or lowest grade) will be subtracted from the totals. All subsequent (or other) attempts will count in the calculation of the grade point average. In no case will duplicate units be allowed.

414

Class Auditing

A. Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.

B. An audit student shall not be permitted to change his/her enrollment in that course to receive credit.

C. With the instructor's signed permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to the end of the fourth week of class for semester-length classes or prior to 30% of a class for short-term classes.

D. With the instructor's signed permission, a student may enroll in a course for audit at any time during a semester if he/she has not enrolled in that course for credit during the same semester.

E. No student will be allowed to register in audit status prior to the first day of class. The first day of class refers to the actual first class meeting.

F. Credit students have priority over auditors. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor discretion is strongly recommended.

G. If a student taking ten or more units for credit is auditing a class and drops below the ten-unit level, the $15 per unit fee will be assessed. AC 2-18-86

415
Credit By Examination

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, the college has implemented a process for Credit by Examination. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Not all courses listed in the catalog may be eligible for Credit by Examination. The determination of which courses in a discipline may be taken by examination is made by that department/program. The Department Chair/Director will determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work or experience.

The following rules apply to earning Credit by Examination:

- The examination must be reviewed and approved by the Department Chair/Director prior to its administration. Completed examinations must remain on file in the department/program for three years.
- A maximum of fifteen (15) units earned at Palomar College or elsewhere through Credit by Examination may be applied towards completion of an Associate in Arts degree, general education transfer certification, or vocational certificate program at Palomar College.
- The student's transcript will clearly identify all courses taken Credit by Examination. Courses attempted through Credit by Examination are graded on a Credit/No Credit basis. The student must earn the equivalent of a "C" or better to earn a grade of Credit.
- Credit by Examination may not be attempted for a course more than once.
- Credit by Examination may be taken for a course when a student has previously received credit for a more advanced course only with the approval of the Department Chair/Director and Division Dean.
- Courses in Nursing Education may be taken Credit by Examination only under the rules of the Board of Registered Nursing.
- A student must be currently enrolled in at least one credit course at Palomar College, excluding Credit by Examination, and may not be on probation or dismissal status when applying for Credit by Examination.
- If no units are completed (with a grade other than "W"), the Credit by Examination petition will not be processed. No fees will be refunded.
- The student must pay the same fees or non-resident tuition required of a regular course to take Credit by Examination.
- The process of Credit by Examination must be completed prior to the end of the current semester or session. Failure to complete the process within that time period will result in a grade of No Credit for the course.
- Credit by Examination will be recorded on the student's permanent record only if departmental and institutional procedure has been followed.

Students wishing to take a course via Credit by Examination are encouraged to informally discuss the matter with the Department Chair/Director and the instructor prior to initiating the formal process. The process for receiving Credit by Examination is as follows:

A. The student obtains a form from the Admissions and Records Office and completes the required information.

B. Records Office staff perform residence and eligibility clearance checks.

C. The Department Chair/Director reviews the form, checking to ensure that eligibility clearance has been completed and that the course is appropriate for Credit by Examination.

D. If the Department Chair/Director finds the request appropriate, he/she assigns an instructor to administer the test. The student makes arrangements with that instructor to take the examination. The examination must be reviewed and approved by the Department Chair/Director prior to its administration.

E. The student is directed to the Cashier. Tuition and/or enrollment fees must be paid after department approval is granted and before the examination is administered.

F. The instructor administers the examination and evaluates any other required assignments.

G. The instructor records the grade on the Credit by Examination form, attaches the completed examination materials to the form, and forwards these to the Department Chair/Director.

H. The Department Chair/Director reviews the application, signs and forwards the form and examination materials to the Division Dean.

I. The Division Dean reviews and signs the application, returns the completed examination materials and a copy of the application to the Department Chair/Director. The signed form is forwarded to the Instruction Office for section number assignment and then to the Admissions and Records Office. Completed examination materials must remain on file in the department/program for three years.

J. The process of Credit by Examination must be completed prior to the end of the current semester or session. Failure to complete the process within that time period will result in a grade of No Credit for the course.

416
Credit/No Credit Classes

The decision to take credit/no credit must be made by the end of the fourth week or the first 30% of a class term (whichever is less), after which no other evaluative grade may be given. Application forms are available in the Admissions Office. The student must secure the signature of the instructor and return the signed form to the Admissions Office.

A grade of “CR” is earned for course work equal to a grade of "C" or better. A grade of “NC” is earned for course work equal to a grade of "D" or "F." Neither “CR” nor “NC” is used in computing the grade-point average; however, “CR/NC” units appear on the transcript of record.

With the instructor's signed permission, a student may reverse his/her enrollment from credit/no credit status to receive an evaluative grade, provided the reversal is completed prior to the end of the fourth week of a full semester course, or prior to 30% of a short-term course.

Units attempted for which "NC" is recorded shall be considered in probation and dismissal procedures. Students may not repeat on a CR/NC basis a course previously taken for a letter grade. English 100, 202, and 203 may not be taken on a CR/NC basis. Students are advised that four-year institutions may limit the number of CR units acceptable for transfer.

417
Withdrawal

Official Withdrawal

Students who must withdraw from College during the semester are responsible for submitting an Add/Drop form to the Admissions Office. Refer to "Dates and Penalties" below for any penalties which may be imposed.

Unofficial Withdrawal:

Students who simply stop attending class and do not file an Add/Drop form have unofficially withdrawn. These students may receive an "F" grade in every class they stop attending.

Administrative Withdrawal:

Administrative withdrawals may occur for academic or disciplinary reasons, or for non-payment of fees. If the administrative withdrawal occurs after the refund period, the student will not be entitled to a refund of registration fees.

Military Withdrawal:

Members of an active or reserve military service who receive orders compelling a withdrawal from courses will be permitted withdrawal at any time during the semester. Upon verification of such orders, the grade symbol "MW," will be assigned after the "no notation" period or after the first four weeks of the semester. The "MW" will not be counted in progress probation or dismissal calculations and will not have any adverse effect on the academic record or enrollment status. Upon petition, the student will also receive a refund of the entire enrollment fee.

417.1
Conditions for Petition to Withdraw

Students who have verifiable extenuating circumstances beyond their control may petition for an exception to withdraw from a class after the eighth week of a full semester course, or 50% of a short-term course. The student may petition the Director of Enrollment Services for authorization to receive a withdrawal (W) in the following manner:

- A formal petition must be submitted to the Director of Enrollment Services by the student, or the student's representative.
- Proof of the extenuating circumstances being cited as reasons for withdrawal, or unsuccessful course completion, must be submitted.

- The instructor of each course in question must be consulted. In the event the instructor of record cannot be contacted, or is unavailable, the department chair will act on his/her behalf.

Palomar College defines extenuating circumstances as serious and compelling reasons which are limited to the following:

- Illness, hospitalization, or medical reasons
- Employment
- Relocation
- Illness or death of a family member or loved one
- Incarceration

418
Enrollment/Disenrollment Procedures

418.1
Rosters

Instructors who teach semester-length classes will receive the following class rosters:

First Day Rosters

- Will be issued the day before classes begin for each semester.
- Will indicate students who are officially registered in the class.
- Are for information purposes only and do not need to be returned to the Admissions and Records Office.

First Census Rosters

- Will be issued the third week of the semester.
- Will be the permanent rosters which indicate the official registration upon which legal attendance is based.
- Are for information purposes only and do not need to be returned.

Drop Rosters

- Will be issued the first week of classes.
- Must be returned to the Admissions Office within one week after issuance. Instructor must indicate the last date of activity if he/she is dropping a student for Excessive Absence. If there are no changes, the instructor must still sign and return the roster(s).
- Instructor Notice of Drop cards should be used to drop students after the Drop Roster period. Drops after the 50% deadline may be reported only for Veteran/Financial Aid students. These students must be reported no later than two (2) weeks after their last date of activity. Veteran/ Financial Aid students are identified on your class roster with an asterisk (**).

Mid-Semester Class Rosters

- Are issued Monday of the tenth week of the semester.
- Are the permanent rosters indicating official registrations after the drop deadline and are the basis upon which the grade rosters will be created.
- Are for informational purposes and do not need to be returned.

Grade Rosters

- Are the final rosters of the semester issued on Monday of the fifteenth week of instruction.
- Grades will be issued to students on this roster. Appropriate grading symbols must be used from the list shown in the grading policy.
- This roster must be returned in person to the Records Office before the last day of the semester or within 48 hours after the last final examination. For instructors who teach exclusively off-campus, the completed grade roster must be deposited in person at the Palomar College Office at Camp Pendleton or the Palomar College Office at Mt. Carmel High School. Any exceptions must have the approval of the department chairperson or instructional dean.

418.2
Disenrollment Procedures

The primary responsibility for class attendance and maintaining an accurate registration record rests with the student. Consequently, each student is responsible for adding or dropping of courses to the student's schedule of classes.

The responsibility for maintaining accurate and proper accountability records (for state apportionment requirements) rests with the instructor and the Records Office. As such, the instructor:

- Must drop any student identified as a "no show" (students registered who have never attended class) by reporting these students on the first census drop roster.

- May elect to drop a student for the following reasons:
  1. Excessive absences (normally defined as more than the number of times the class is scheduled to meet per week);
  2. Failure to take examinations;
  3. Failure to complete class assignments.

The instructor must indicate a last activity date (the date of the last active participation in the class) when the student is dropped (GB 11/24/87, rev. PAC 9-18-96).

"No Show"

A "no show" is a student who has registered for a class but who has never appeared. "No shows" must be reported on the Drop Roster. "No shows" may not be reported on the Instructor Notice of Drop card.

Excessive Absence

The following procedure should be followed if a student is excessively absent:

A. Complete the Drop Roster and return to the Admissions Office. Please indicate the last date of activity.

B. If, after being dropped from a class, a student desires to be reinstated he/she must file a Change of Program - Add. The application for reinstatement requires the signature of the instructor and the division dean.

C. Each instructor should maintain adequate records to reflect a student's last activity date (last papers submitted, last exam taken, last date of attendance). Such records should be kept a minimum of three years in accordance with Title V regulations. Veteran/Financial Aid students must be reported no later than two (2) weeks after their last date of activity. Veteran/Financial Aid students are identified on your class roster with an asterisk (**).

Dropping a Class

It is the student's responsibility to execute a drop.

- Drops during the first 30% of a course do not require an instructor's signature and no notation will appear on the student's record.
- Drops between the first 30% of a course and 50% of a course do not require an instructor's signature. A "W" will be assigned.
- Drops after 50% of the course is completed will not be authorized. An evaluative grade (A, B, C, D, F) or an "I" must be given.

The instructor should indicate the last date of activity.

Adding a Class

Do not accept a student in a class if his/her name does not appear on the class roster unless he/she presents a computer-printed schedule stamped "Registered." A wait-list number does not indicate official registration in a course. The student's computer-printed schedule indicates that the student has officially registered for the class. Please add his/her name to your roster until you receive a new class roster.

COUNSELING, GUIDANCE, AND CAREER DEVELOPMENT

- In accordance with Title V, section 519765, counseling services are provided according to the needs of each student in the following ways:
- To determine the student's educational goals and plans
- To make a self-appraisal on the progress toward the student's goals
- To provide counseling and guidance services to entering students on proper course selection using an assessment of student skills, abilities, aptitudes, and interests
- Individual counseling and guidance services shall be provided to each student who is on probation and dismissal, including the regulation of the student's program according to the student's aptitude and achievements

Counseling Center

Academic, assessment, vocational, and personal counseling are provided.

Career Center

The Career Center contains an extensive library of vocational and occupational information. A computerized data base of career information provides up-to-date profiles of hundreds of occupations. Career assessment, including interests, values, abilities, and temperament is available through the Center's Career Search class. Career- and life-planning classes are also available.

Transfer Center

The Transfer Center contains information resources and staff to assist students with transfer planning. The Center contains an extensive catalog library, articulation agreements, and other transfer-planning guides. The staff provides advising, program planning, and workshops on admissions and scholarship information. Representatives from four-year universities are also available in the Center for appointments.

Admissions & Records Office

Course Substitution & Waiver Form for Major Requirements

STUDENT INFORMATION

Social Security Number ______________________ Date ______________

Name *(Last name first, please)* ______________________________________

Major at Palomar College ______________________________________

Catalog Year _______ Are you receiving Veterans Benefits? Yes _____ No _____

SUBSTITUTION REQUEST #1

Substitute Course # / Title ______________________ Unit value _______

College where completed ______________________ **for**

Palomar Course # / Title ______________________ Sem. units _______

Reason ______________________________________

SUBSTITUTION REQUEST #2

Substitute Course # / Title ______________________ Unit value _______

College where completed ______________________ **for**

Palomar Course # / Title ______________________ Sem. units _______

Reason ______________________________________

WAIVER REQUEST

Course # / Title to be waived ______________________________

Reason ______________________________________

REVIEW AND DECISION

Approved ______________ Denied ______________

Comments ______________________________________

______________________________ ______________________

Department Chair/Director **Date**

Academic Counseling

Academic Counseling is available to students seeking assistance with scheduling or clarification of requirements for graduation or transfer. Inasmuch as careful course selection is a key to a successful college experience and is subject to change, it is wise for students to consult a counselor prior to each registration period.

Personal Counseling

A student may seek the assistance of a trained counselor in finding solutions to problems that may be affecting his/her academic progress. A counselor may also provide further assistance in helping students understand their attitudes, feelings, academic potentials, and special aptitudes; thereby enabling them to make decisions realistically.

DISABLED STUDENT PROGRAMS AND SERVICES (DSP&S)

Under the provisions of federal and state legislation, DSP&S provides special counseling, services and instruction for those with physical, learning, developmental, vision, hearing, acquired brain injuries, and communication disabilities. Post-secondary institutions shall take whatever steps necessary not to discriminate or have the effect of discrimination on the basis of handicap against a student with a disability. This prohibits the institution from denying any necessary items such as dog guides in buildings, tape recorders, or anything else that limits the student with a disability from full participation. Examinations and other auxiliary aids must be made available and flexible to fit the requirements of the student with a disability.

The following is available to qualified disabled students:

- Adapted physical education
- Counseling
- Educational guidance
- English support classes
- Math support classes
- On-campus transportation
- Orientation
- Priority registration
- Reading support classes
- Instruction in personal adjustment
- Special parking
- Speech/language services
- Testing accommodations
- Learning disability assessment

An adapted computer instruction program provides varied instruction for those with specific disabilities. Interpreters for the deaf, readers, notetakers, and mobility assistance are also offered.

A wide variety of special equipment, including individual mobility carts, CCTVs, Braille writers, computer adaptations, tape recorders, talking calculators, and other equipment, is part of the support services offered to students with disabilities.

In general, the DSP&S program acts as an advocate for the disabled by representing their interests on campus as well as with various state and local agencies including the State Department of Rehabilitation.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S)

EOP&S is a state-funded program which provides:

- Book awards
- Counseling - (academic, vocational, and personal)
- Book loans
- Pre-enrollment advisement
- Transfer services
- EOP&S classes
- Other educational supportive services to make it possible for students who are financially disadvantaged and educationally under-prepared to obtain a college education

Other services which EOP&S may provide include:

- Blue books
- Educational workshops
- Meal tickets
- Bus passes
- EOP&S/College orientation

- Food pantry
- Parking permits
- PIC cards
- Priority registration
- Scantrons
- Single-parent support services

The EOP&S program employs a team of counselors who are specially trained to work with the diverse student population represented in the EOP&S program. Special assistance in developing formal educational plans and overcoming personal and financial problems are specialties of these counselors. Bilingual counselors are available.

CARE is a program within EOP&S which assists single parents and AFDC recipients with young children. Eligible CARE students may get financial assistance for child care.

FINANCIAL AID AND SCHOLARSHIPS

The Financial Aid & Scholarships Office hopes that the faculty and staff members of the college continue to encourage students to stop by the office to obtain information and the necessary forms needed to receive financial assistance in the pursuit of their program of study at Palomar College.

Financial Aid is available to assist with your fees, tuition, books and supplies, and other educational expenses. Applications for Fall, 1999, and Spring, 2000, are available.

Financial Aid Programs Available

- Board of Governors Waiver (BOGW) - covers enrollment fee and health service fee
- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS) - part-time employment on campus
- William D. Ford Federal Direct Student Loan
- Emergency Student Loans
- Required Orientation to Financial Aid
- CASHE scholarship search program
- Monthly scholarship newsletters from September through April

Key Eligibility Requirements (not limited to)

- U.S. Citizen or Eligible Non-Citizen
- High School Diploma or G.E.D.
- Declared Program of Study
- Determined to have financial need
- Not on default on a student loan or owe a refund to a grant

Required Application Form

Submit a "Free Application for Federal Student Aid form (FAFSA)

Standard Documents/Forms (not limited to)

- Palomar College Financial Aid Information Sheet
- Financial Aid Guidelines - Statement of Understanding
- Satisfactory Academic Progress Policy Agreement
- Financial Aid Transcript (FAT) from previous colleges
- If required/requested, prior year's 1040 tax form
- Educational Advisement Certification

Scholarships

In addition to providing scholarships for students planning to enroll at Palomar College or continuing students that are returning or transferring to a four-year college, the office provides a scholarship computer-search service for a nominal fee of $15.00. A list of scholarships available are routinely posted throughout the campus. For additional information, contact the Financial Aid Office.

Location and Hours

The Financial Aid & Scholarships Office is located in the Student Services building.
Service Hours: Monday & Thursday 9 a.m. to 4 p.m.

Tuesday & Wednesday 9 a.m. to 7 p.m.
Friday 10 a.m. to 2 p.m.

HEALTH SERVICES

SHS Bldg., Ext. 2380

All currently enrolled students who have paid a health fee qualify for a variety of free or low-cost health benefits. Registered nurses are available during operational hours to assist with health needs, evaluate health concerns, and provide treatment and/or community referrals. Services include emergency/first aid care, immunizations, TB tests, hearing, vision and blood pressure screenings, over-the-counter medications, and cholesterol blood testing. Health counseling and education are also offered to assist students with nutrition, sexually transmitted infections, lifestyle alternatives, and wellness.

Appointments are necessary for routine nursing procedures and Physician visits.

For more information: San Marcos Campus, call (760) 744-1150 ext. 2380; Escondido Center, (760) 432-0624 ext. 8105.

SUBSTANCE ABUSE PREVENTION/WELLNESS PROGRAM: Peer educators, support groups, and Connection Club meet at the San Marcos Campus, SU 31. Call (760) 744-1150, ext. 2785.

STUDENT PLACEMENT SERVICES

Placement Services are available to all currently enrolled Palomar College and ROP students, recent Palomar College graduates/certificate awardees, as well as faculty and staff. For more information, visit Placement Services in the Student Services Center, call us at x2362, or visit our website (http://www.palomar.edu/Job_Place/index.html). Services provided include:

- Internet access to JOBTRAK, a college job-listing service, updated daily, with hundreds of local, national, and international job opportunities. To access JOBTRAK, log on to http://www.jobtrak.com. Call Placement Services for the Palomar College password.
- Job Hotline – updated daily, this hotline lists the most current local jobs and can be reached at x2662.
- JOBTRAKKER BULLETIN is posted in three locations at the San Marcos campus: Student Services Center, Student Union Patio, and Business Education. This job bulletin is also available at the Escondido, Poway, and Mt. Carmel Education Centers.
- Resume assistance is available in conjunction with the Career Center. Workshops are offered each Friday. Stop by the Career Center to sign up or call x2194.
- Employment counseling is available by appointment – call x2364.
- Job Fairs – once yearly, over 50 local employers come to campus to provide information about job opportunities with their companies.

TRIO PROGRAM

TRIO (Student Support Services) is a federally funded Department of Education program that provides support services to potential transfer college students and enhances their chances for successful completion of the post-secondary education program in which they are enrolled.

In order to receive assistance through TRIO, students must be enrolled at Palomar College and need the services of the program. Program services include academic advising, tutoring, personal, career and transfer counseling, in addition to college visits and cultural events. All participants must be either low-income, first-generation, or disabled.

For further information, call TRIO at x2761.

TUTORIAL SERVICES

The Tutorial Center is designed to provide assistance in all academic subjects to Palomar College Students. Students are served on a walk-in basis and must be registered in the course(s) for which they are seeking assistance. Tutors hired to work for the Tutorial Center are carefully selected and trained in tutoring methods and learning strategies to do the best job possible in helping their peers achieve academic success. Services provided include:

- one-on-one tutoring
- group tutoring
- tutor training
- end-of-semester review sessions
- study pamphlets and guides

- tutoring via the Internet at pctutoring@hotmail.com
- specialized tutoring for categorical populations

Supplemental Instruction (SI is offered as a one-half-unit to one-unit class to help students process and apply what they are learning. SI is also offered voluntarily by trained SI leaders to students who wish to form student groups. For information on developing credit SI classes, contact Ruth Barnaba at x2238. The Tutoring Center is located on the first floor of the Library. For more information, call x2448.

STUDENT ACTIVITIES

The Director of Student Activities is responsible for:

- Associated Student Government
- Clubs/Organizations
- Co-curricular activities
- Student discipline
- Student Union usage

Associated Student Government

The Associated Student Government (ASG) is elected by students taking credit courses and is the official means of communication between the students and other members of the college community.

Inter-Club Council

The Inter-Club Council is comprised of club representatives from all campus clubs and organizations.

Student Participation in Governance

The Palomar College governance structure provides for representation of students. Students are appointed to college committees by the Associated Student Government.

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Academic Renewal Regulations

A student may request that thirty (30) units of previous course work taken at Palomar College or any other institution be disregarded when computing the grade point average (GPA). Course work not to be counted must include the entire semester. Subject, but not unit, credit will be allowed for work completed satisfactorily (A, B, C, or CR) during disregarded terms (for AA degree and Certificate requirements only).

Current and potential financial aid students are advised that all units attempted will count in the total units attempted limit for financial aid eligibility. Academic renewal does not eliminate units for financial aid purposes.

Procedure

If the following conditions are met, Palomar College may disregard from all consideration associated with requirements for the Associate in Arts degree, Certificate of Achievement, and General Education certification up to a maximum of thirty (30) semester units of course work taken at any college. These conditions are:

1. The student completes a Petition for Academic Renewal with a counselor. Forms are available from the Counseling or Records Offices. The student submits the Petition to the Records Office.
2. The course work in the term(s) under consideration must be substandard, and not representative of present scholastic ability and level of performance, the total GPA of which is less than 2.0.
3. Three years must have passed since the course work not to be counted was taken.
4. The student must have completed 24 semester units since the semester(s) to be discounted, of which at least 15 must have been taken at Palomar College. The remaining 9 units may be completed at another regionally accredited postsecondary institution.
5. The student must have a 2.0 GPA since the time of taking the course work not to be counted.
6. The petition will be reviewed by the Records Office for compliance with policy. The student will be notified by mail of approval or denial of the request.
7. The student agrees that ALL units taken during the semester to be discounted, even satisfactory units, are to be disregarded.

NOTE: Students who have taken more than thirty (30) units in the two terms to be disregarded may submit a Student Petition to the Academic Review Committee for consideration.

Annotation of Record/Academic Renewal

It is important to understand that **all course work will remain legible** on the student's permanent record (transcript), ensuring a true and complete academic history. However, the student's permanent record will be annotated so that it is readily evident to all users of the record that the units, even if satisfactory, are to be disregarded and may not apply to certificate, degree, or general education requirements.

INFORMAL GRIEVANCE RESOLUTION CHART

BOARD POLICY 426

SUBJECT	FIRST LEVEL RESOLUTION	SECOND LEVEL RESOLUTION
Academic Matters	1) Instructor 2) Department Chair/Director	3) Division Dean 4) Vice President, Instruction
Admissions and Registration	1) Manager, Admissions and Registration	2) Director, Enrollment Services 3) Vice President, Student Services
Discipline	1) Instructor 2) Director, Student Activities	3) Disciplinary Hearing Committee
Discrimination Matters	1) Director, Student Activities	2) Vice President, Human Resources and Affirmative Action
Financial Aid	1) Director, Financial Aid	2) Dean, Student Support Programs 3) Vice President, Student Services
Matriculation	1) Director, Matriculation	2) Vice President, Student Services
Residency Determination	1) Supervisor, Admissions	2) Director, Enrollment Services 3) Vice President, Student Services
Security and Parking	1) Supervisor , Campus Patrol	2) Vice President, Administrative Services
Sexual Harassment	1) Director, Student Activities or Vice President, Human Resources and Affirmative Action	2) Vice President, Human Resources and Affirmative Action
Palomar College Student Petition	1) Counselor	2) Academic Review Committee
Student Records	1) Supervisor, Evaluations and Records	2) Director, Enrollment Services 3) Vice President, Student Services

426

Student Grievance

A. Definition of Terms

Grievance A claim that a student has been the subject of an unjust action or has been denied his/her rights by an employee of the District or another student.

Excluded from the grievance process are any matters for which a specified method of complaint resolution is provided by law or by District policy (such as the Affirmative Action Complaint Procedure, the Americans with Disabilities Act Complaint Procedure, and the Sexual Harassment Complaint Procedure.)

The grievance process may not be used to change a District policy.

Complaint A statement of dissatisfaction with a procedure, policy, application of a policy, or actions of an individual through which a student's rights were not violated or denied. Complaints are excluded from the grievance process and should be resolved with the individuals involved and the next level of supervision.

Appeal An action taken to request a review of and possible change to the recommended resolution of the grievance.

Day A day is a school day when classes are offered or exams scheduled, excluding Saturday.

B. Informal Grievance Resolution Procedures

Before initiating formal grievance procedures, the student shall attempt to resolve the dispute informally with the appropriate staff member and supervisor at the point of initial decision. The student should use the Informal Grievance Resolution Chart to informally resolve his/her grievance.

1. The initial request must be made to the person in the area in which the dispute arose. This individual is identified in the First Level of the Informal Grievance Resolution Chart.
2. If the student still has not resolved his/her dispute at the First Level s/he should present his/her grievance to the administrator or administrative committee indicated in the Second Level on the Informal Grievance Resolution Chart.
3. The designated administrator or committee chairperson shall review and investigate the request and provide the student with a verbal or written notice of the decision within ten days of receipt of the request.

C. Formal Grievance

1. If a dispute is not satisfactorily resolved through the informal resolution process, the student may submit a formal grievance to the Director of Student Activities. The formal grievance submitted to the Director of Student Activities must include the following:
   a. A clear and concise statement of the grievance
   b. The name/s of the individual/s against whom the grievance is being filed
   c. Identification of the resolution, corrective action, or remedy being sought
   d. A summary of actions already taken to resolve the issue
2. The Director of Student Activities will appoint an ombudsperson. If the grievance is against the Director of Student Activities, the Assistant Superintendent/Vice President for Student Services will appoint an ombudsperson acceptable to both the student and the Director. If the grievance is against the Assistant Superintendent/Vice President for Student Services, the Assistant Superintendent/Vice President for Instruction will assume responsibility for resolution.
3. Within ten days after receipt of the Formal Grievance, the Ombudsperson will meet with the parties involved in the grievance prior to convening a conciliation conference. The Ombudsperson will attempt to reach resolution with the parties prior to or during the conciliation conference. If agreement is reached between the parties, a written statement signed by both parties shall be filed with the Director of Student Activities.
4. If no agreement is reached, a written request for a formal hearing may be filed with the Director of Student Activities. If neither party submits a request for formal hearing within ten days after the conciliation conference, the matter will be considered closed. The Director of Student Activities will notify each party in writing of closure.

D. Formal Hearing

1. Within ten days of receiving a written request for a formal hearing, the Director of Student Activities will convene a Student Grievance Committee to conduct the hearing. The committee shall be composed as follows:
   a. Two students appointed by the ASG President.
   b. Two faculty members appointed by the Faculty Senate President.
   c. One educational or classified administrator appointed by the Administrative Association President.

d. If the grievance is against a classified employee, two classified employees will be appointed by the Grievance Officer for the CCE/AFT in lieu of two faculty members.

e. The committee will select a chairperson.

Each party will be permitted challenges to committee members for cause and one peremptory challenge. In the establishment of the Committee, the Director of Student Activities will serve to coordinate the formation of the Committee, provide information needed to assist parties to the dispute in challenges to membership on the Committee and, if necessary, rule on challenges for cause.

2. The Student Grievance Committee shall:
   - a. Receive a signed written statement from each party involved in the grievance specifying all relevant facts.
   - b. Hear testimony, examine witnesses, and receive all evidence pertaining to the case.
   - c. Allow each party the right to be represented at the hearing by a student or staff member of the District and to question witnesses and testimony.
   - d. Evaluate the relevance and weight of testimony evidence; limit its investigation to matters identified in the formal grievance.
   - e. Make recommendations for disposition of the case.
   - f. Provide a transcript of the proceeding which shall be kept in a confidential file and shall be available at all times to the parties to the grievance.
   - g. Submit its findings of fact and recommended action to each party and the Director of Student Activities within ten days of the formal hearing.

4. The formal hearing shall be closed to the public unless mutually agreed upon by the parties to the grievance.

E. Appeal

1. Upon receipt of the Student Grievance Committee's decision, either party, within five days, may submit a written appeal of the decision to the appropriate Assistant Superintendent/Vice President. The appeal must contain a clear and concise statement of the reason(s) for the appeal and include copies of the original grievance and all proposed resolutions and recommended decisions. The Assistant Superintendent/Vice President may:
   - a. Affirm the recommendation of the Student Grievance Committee.
   - b. Modify the recommended decision.

F. Final Action

1. Upon receipt of the recommendation of the appropriate Assistant Superintendent/Vice-President, the parties to the grievance have five days to appeal the decision to the Superintendent/President.
2. If neither party submits a request for appeal within five days, the matter will be considered closed. The documentation will be kept by the Director of Student Activities.
3. If an appeal is submitted to the Superintendent/President, it must contain clear, concise reason(s) for the appeal and include copies of the original grievance and all proposed resolutions and recommended decisions.
4. Within thirty days of receipt of the request for appeal, the Superintendent/ President will review the written record and issue a written decision. The Superintendent/ President may:
   - a. Affirm the recommendation of the Student Grievance Committee
   - b. Affirm the recommendation of the appropriate Assistant Superintendent/Vice President
   - c. Modify the recommended action

G. Governing Board Appeal

1. If either party wishes to appeal the decision of the Superintendent/President, she/he must submit a request for an appeal to the Governing Board within ten days of receipt of the Superintendent/President's decision. The Governing Board reviews all written records and shall render a final decision within sixty days.
2. Requests for appeal must contain the following:
   - a. A clear and concise statement of the reason(s) for the appeal.
   - b. A file containing copies of the original grievance and all proposed resolutions and recommended decisions.
3. The decision of the Governing Board is final.

5. Documentation of the appeal will be kept by the Director of Student Activities.

TIME LINES MAY BE EXTENDED BY MUTUAL AGREEMENT OF PARTIES TO THE GRIEVANCE AND DURING INTERSESSIONS AND THE SUMMER SESSION WHEN INSTRUCTORS MIGHT NOT BE AVAILABLE.

430
Long-Term Suspensions and Expulsions

430.3
Notice Letter

Written notice of the suspension or expulsion shall be given or mailed to the student (and parent/guardian if the student is a minor) by the College Superintendent/President or designee. This notice shall:

A. include a statement of the charges.

B. notify the student of his/her right to a hearing and the time and place of the hearing.

C. notify the student that he/she may be accompanied at the hearing by an advisor of his/her choice, who may act on his/her behalf, and who may be an attorney, and that if the advisor is to be an attorney, the student must inform the College Superintendent/President or designee of the name and address of the attorney at least 3 days before the time set for the commencement of the hearing.

D. inform the student that he/she must waive rights to privacy as to student records before a student member may sit on the Disciplinary Hearing Committee.

E. include a copy of this policy.

The notice letter may be amended at any time with respect to the information described above. In the event the amendments would require the student to prepare a substantially different defense, the College Superintendent/President or designee shall postpone the hearing for a reasonable time not to exceed ten days.

430.31
Hearing Procedures for Long-Term Suspensions and Expulsions
430.311
Procedures

A. If the student is uncertain as to the meaning of any allegation or any other information set forth in the notice letter, he/she shall raise that issue at the time of the hearing.

B. When a complaint has been filed against a student, the parties involved in the incident leading to the allegation shall make reasonable effort to resolve the matter on an informal basis. The student may accept the sanction without admitting that he/she engaged in the conduct charged. Should the student not accept the sanction, the matter shall proceed to hearing.

C. If the student desires to be represented by an attorney, the College will also be represented by an attorney, and the matter will be heard by a hearing officer designated for such purposes by the College Superintendent/President or designee. The student must give the College Superintendent/President or designee written notice of the name and address of the attorney at least three days before the time set for the commencement of the hearing.

D. The hearing officer shall be admitted to practice law in California and shall be qualified by professional experience in presiding at judicial or quasi-judicial adversary proceedings, or shall have practiced law in California for at least five years.

E. The student may waive his/her right to be represented by an attorney. In such event, the matter shall be heard by the Disciplinary Hearing Committee.

F. The hearing shall be convened within ten days of the date written notice of disciplinary action is mailed to the student.

G. If the student wishes to have a student member on the Disciplinary Hearing Committee, the student must waive his/her rights to privacy to any student records presented in evidence or admitted at the hearing. In this case, the Disciplinary Hearing Committee shall consist of one student, one faculty member, and one administrator.

H. If the student does not wish to waive his/her rights to privacy to any student records presented in evidence or admitted at the hearing, the Disciplinary Hearing Committee shall consist of two faculty members and one administrator.

I. At the beginning of every academic year, a Disciplinary Hearing Committee shall be formed. The Associated Student Government, Faculty Senate, and Administrative Team shall each submit a list of two or more candidates. The College Superintendent/President or designee shall select persons from these lists to constitute a Disciplinary Hearing Committee. Any panel member may disqualify himself/herself in the interest of a fair procedure.

J. The hearing officer or committee shall, within two days after the hearing, present its findings of fact and recommendations in writing to the College Superintendent/President or designee and to the student. These findings must be based upon other than hearsay evidence.

K. The College Superintendent/President or designee shall review the report of the hearing officer or committee. The Superintendent/President or designee may accept the recommended sanction; refer the matter back to the hearing officer or committee; or adopt a more severe sanction. It is desired and anticipated that the Superintendent/President or designee shall be governed by the recommendation of the committee.

L. The College President or designee shall render the decision within three (3) days of the receipt of the recommendation of the hearing officer or committee. This decision shall be sent to the student and to the hearing officer or committee.

M. Prior to any suspension or expulsion, the College Superintendent/President or designee shall notify the appropriate law enforcement authorities of any acts of the student which may be in violation of Penal Code Section 245. (76038)

430.312
Hearing Preparation

A. The College Superintendent/President or designee shall appoint the three member Disciplinary Hearing Committee as provided for in Section 430.311, i. The College Superintendent/President or designee shall be responsible for making the necessary arrangements for the hearing. Arrangements shall include scheduling a room, providing for a tape recorder, providing notice to the student, and notifying members of the Disciplinary Hearing Committee.

B. Prior to the commencement of the actual hearing, the Disciplinary Hearing Committee members, having received copies of these procedures, shall meet alone and select a chairperson. If the members cannot reach mutual agreement on a chairperson, the College Superintendent/President or designee shall designate a member to serve as chairperson. The chairperson shall preside over the hearing and make rulings as to its conduct. All rulings of the chairperson shall be final unless overruled by a majority of the committee.

C. The student may challenge any member of the Disciplinary Hearing Committee for cause. Grounds for cause include any personal involvement in the situation giving rise to the disciplinary problem or any statement indicating that a person could not act in a neutral manner. The College Superintendent/President or designee shall decide challenges. If the College Superintendent/President or designee upholds the challenge, the College Superintendent/President or designee shall make a replacement from the pool.

430.313
The Hearing

Hearings shall be closed and confidential and all witnesses shall be excluded when they are not testifying unless the College Superintendent/President or designee, the student, and the committee, all agree to the contrary. Both the College Superintendent/President or designee and the student shall be entitled to call witnesses and to question witnesses presented by the other. A member of the committee may ask questions at any time upon recognition by the chairperson. Either side may recall a witness, who again may be questioned by both parties and the committee.

A. Opening: The chairperson shall call the hearing to order, introduce the participants, and announce the purpose of the hearing; e.g., "this committee meets pursuant to Governing Board policy to hear charges against _______ and to make findings of fact and recommendations for action to the College Superintendent/President or designee."

B. Charges: The chairperson shall distribute copies of the charges to the members of the committee, read the charges aloud, and ask the student if he/she has received the charges. If the answer is in the negative, the College President or designee may present evidence to rebut the student's denial of notice. The chairperson shall decide whether or not to proceed with the hearing. If the hearing must be rescheduled, it shall be held within five days.

C. Plea: The student shall admit or deny each charge. If the student admits each charge and wishes to present no evidence or mitigating circumstances or other defense, the committee shall retire to make its decision. If the student denies any or all of the charges, or wishes to present evidence of mitigating circumstances, the hearing shall proceed.

D. Burdens of Proof and of Producing Evidence: The College Superintendent/President or designee has the burden of proving that each charge is true. The student shall be regarded as innocent of the charges until the contrary is established by the College Superintendent/President or designee by a preponderance of the evidence.

"Established by a preponderance of the evidence" means that the College Superintendent/President or designee must persuade the committee that it is more probable than not that the charges are true. The College Superintendent/President or designee has the initial burden of producing evidence to prove each charge. The College Superintendent/President or designee must present the evidence in support of the charges first, and then the student must present evidence to refute the College Superintendent/President or designee's evidence.

E. Arguments: First the College Superintendent/President or designee, and then the student, shall be afforded the opportunity to make or waive an opening statement; i.e., give an outline of the charges and the facts to be proven. The student may reserve his/her opening statement until after the College Superintendent/President or designee has finished presenting the case for the College. After the opening statements, first the College Superintendent/President or designee, and then the student, shall have the opportunity to present witnesses and other relevant evidence in support of the cases presented.

F. Evidence: Formal rules of evidence shall not apply. All relevant evidence is admissible, including but not limited to testimony of witnesses, physical objects, police reports, photographs, copies of documents, and signed and dated declarations of witnesses shown to be unavailable.

G. Conclusion: First the College Superintendent/President or designee, and then the student, shall be afforded the opportunity to make or waive a closing argument. The committee shall retire to deliberate with only the members of the committee present. The hearing committee shall reach its decision based only upon the record of the hearing and shall not consider matters outside of that record. Within two days after the hearing, the chairperson shall deliver to the College Superintendent/President or designee a written report giving specific findings of fact as to each charge, and making recommendations for action arrived at by a majority vote of the committee.

430.314

Appeal

A. The student may appeal the decision of the College Superintendent/President or designee regarding any long-term suspension to the Governing Board. Any such appeal shall be submitted in writing within five days following receipt of the College Superintendent/President or designee's decision and shall state specifically the grounds for appeal. Appeal shall be based only on the record of the hearing committee and the decisions of the hearing committee and the College Superintendent/President or designee.

B. Upon review, the Governing Board will either confirm, modify, or reject the decision of the College Superintendent/President or designee. The Governing Board's action shall be limited to a review of the record of the hearing committee, and the decisions of the hearing committee and the College Superintendent/President or designee. The Governing Board shall not consider any evidence outside that record. The Board's action shall be final and binding on all parties.

C. The Governing Board shall be provided with copies of the decision, with all documentation and related data.

D. The Governing Board shall consider student disciplinary appeals at any regularly scheduled public meeting held within 30 days of receipt of the appeal by the College Superintendent/President or designee.

E. The Governing Board shall, unless otherwise requested by the student involved, hold closed sessions if the Governing Board is considering a suspension or disciplinary action or any other action except expulsion if a public hearing upon such question would lead to the giving out of information concerning students which would be in violation of Education Code Section 76240 et seq protecting the privacy of student records. The Governing Board of the District, before calling such a closed session to consider these matters, shall notify the student (and the parent or guardian if the student is a minor) by registered or certified mail of the intent of the Governing Board of the District to call and hold such closed session.

Unless the student, parent, or guardian shall, in writing, within 48 hours after receipt of such written notice of intention, request that the hearing of the Governing Board be held as a public meeting, then the hearing to consider such matters shall be conducted by the Governing Board in closed session. If such written request is served upon the clerk or secretary of the Governing Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting or on behalf of whom such meeting is requested, shall be in closed session. Whether the matter is considered at a closed session or at a public meeting, the final action of the Governing Board of the College District shall be taken at a public meeting and the result of such action shall be a public record of the College District. EC 72122

Definitions

A. Days. Days during which the College is in session and regular classes are held.

B. Expulsion. A permanent denial of all campus privileges, including class attendance.

C. Mail. Whenever this policy calls for or permits a notice or other communication to be delivered by mail, the mailing of such communication by return-receipt-requested mail, postage paid and addressed to the last known address of the student, shall be deemed to be a sufficient compliance with the provision, and it shall be presumed to have been received. A student's failure or refusal to sign a receipt of the communication shall not cause a notice to be defective.

D. Probation. Probation may include exclusion from participation in privileges or extracurricular college activities for a specified period of time. Student organizations as well as individual students may be subject to disciplinary probation. If a student violates any condition or probation, or again is charged with a violation of the standards of student conduct during the probationary period, it shall be grounds for revocation of the student's probationary status and for further disciplinary action. The imposition of disciplinary probation includes notification in writing of the reason for and conditions of probation to the student.

E. Reprimand. A censure for violation of specific rules of conduct.

F. Suspension. Temporary exclusion from student status, or other privileges or activities, for a specified period of time. If a minor student is suspended, the parent or guardian shall be notified in writing of such action. (EC 76040)

G. Warning. Verbal or written notice to the student that continuation or repetition of specified conduct may be cause for disciplinary action.

H. Withdrawal of consent to remain on campus. Action taken by the Superintendent/President or the officer or employee designated by the Superintendent/President to maintain order when there is reasonable cause to believe that the continued presence of the student constitutes a substantial and material threat of significant injury to persons or property. In no event is such consent to be withdrawn for longer than fourteen (14) calendar days from the date on which the consent is initially withdrawn. (PC 626.4)

434
Speakers

434.1
Guest Speakers

One of the objectives of Palomar College is to serve as an educational and cultural center for the people of Northern San Diego County. This objective may be furthered through public forums and invited guest speakers.

This policy has been developed as a guide to those responsible for the selection and scheduling of speakers to appear at Palomar College. It is applicable to student organizations on campus in their recruitment of guest speakers and is not intended to apply to instructors inviting speakers into their classes.

A college has the responsibility to develop informed, critical, and objective thinking. Such thinking can best be encouraged in an atmosphere assuring free interchange of ideas. Those responsible for scheduling speakers will attempt to obtain speakers who will present diverse views in the best tradition of the American forum. Speakers should be intellectually stimulating and educationally justifiable. Opportunities for balancing viewpoints must be provided:

A. On the same program at the discretion of the sponsoring organization, or
B. At another hour designated by the Director of Student Activities, or
C. At any date in the Free Speech Area in accordance with the code of the Free Speech Area.

No speaker or topic shall be in violation of the Education Code or any local, state, or federal law. (See Item 2 on procedures below). The Director of Student Activities shall seek, from any speaker, agreement on the following provisions:

A. That the speaker's background be made known to his/her audience as accurately and completely as possible.
B. That if a question period is provided, the speaker attempts to answer questions from the floor that have both relevance and propriety.
C. That the speaker's presentation and/or question period be taped and recorded for library use.

434.2
Scheduling Speakers

All off-campus speakers to be presented at Palomar College by student organizations must be cleared through the Student Activities Office and placed on the Master Calendar. Forms for scheduling speakers are available in the Student Activities Office and must be submitted at least three weeks prior to the presentation. The Director of Student Activities will determine adherence to Board policy regarding all off-campus speakers.

The following procedures must be followed when inviting speakers to the campus:

A. Obtain approval of the Club Advisor.
B. Obtain clearance from the Director of Student Activities to determine intended adherence to Education Code. Before rendering a decision, the Director of Student Activities may consult the respective club, or other resources. (One week to be allotted for decision).
C. Obtain a form in the Student Activities Office for scheduling a speaker and request a "tentative" date and room on the Master Calendar.
D. Extend a written invitation to the speaker.
E. After the speaker accepts the invitation, confirmation must be obtained from the Student Activities Office.
F. The Governing Board will be apprised of the speaker prior to presentation.

G. Failure to comply with the above procedures will result in cancellation of an activity.

460
Student Placement Services Fee

Students currently enrolled will not be charged any fees. Fees will be charged for non-students to use all services of student placement to include but not limited to job placement referral services, individual professional employment counseling, psychology of interviewing techniques, and access to Palomar College's on-line job bank, JOBTRAK.

A. Definition of Student:
  1. Currently registered in present semester
  2. In addition, as a professional courtesy, faculty or staff members and their family may use the placement services.
  3. Currently registered Palomar College ROP students.

B. Cost To Alumni
No charge for one year after graduation. After one year, the individual will be subject to the non-student fee.

C. Definition of Alumnus
  1. Associate degree holders (60 units)
  2. Certificate of Achievement (24 units)
  3. General Education Certification (Stamp)
  4. Transfer student from Palomar College (56 units)
  5. Fulfillment of the IGETC (Inter-Segmental General Education Transfer Curriculum) requirements for transfer.

D. Cost to Non-Students
$40 flat fee for a six-month period

E. Definition of Non-Student
  1. Does not fall in any of the above student categories
  2. Individual enrolled only in community services classes
  3. Individual only auditing classes
  4. Individual enrolled in prior semesters with less than 56 units and not currently enrolled
  5. Individual who has intention of enrolling but not until he/she secures employment
  6. ROP certificate holders who are not currently enrolled

465
Emergency Messages to Students

Emergency messages will be handled in the following manner:

Messages will be sent to students in classrooms only in health and safety emergencies. Upon receipt of a valid emergency phone call, the Student Services Office shall notify Campus Security to dispatch a member of Campus Security to pick up the Emergency Message and locate the student concerned. The Student Services office shall note:

A. the emergency;
B. the time of the call; and
C. the time Campus Security picks up the message to be delivered.
D. The caller will be contacted only if the student was not in the classroom.

The time frame established to deliver an emergency message to a student is 30 minutes. This time begins when the call is placed to Campus Security to dispatch a member of Campus Security to locate the student.

In the event that a student cannot be located by Campus Security, the Student Services Office shall notify the caller of this situation (within the 30-minute time frame).

In the event that the Student Services office is closed or does not answer, the following offices will handle the call in the order noted:

  1. Student Support Programs (extension 2177)
  2. Admissions (extensions 2171, 2170, 2167 only)
  3. Counseling (extension 2184 only)
  4. Administrative Services (extension 2109)
  5. Evening Administrator (extension 2153, evening hours only)

ATHLETICS

Intercollegiate Programs

Palomar College has intercollegiate teams in the following sports:

- Baseball
- Basketball
- Football
- Golf
- Soccer
- Swimming
- Tennis
- Volleyball
- Water Polo
- Wrestling

Women can compete intercollegiately in the following sports:

- Basketball
- Cross Country
- Soccer
- Softball
- Swimming
- Tennis
- Volleyball
- Water Polo
- Wrestling (Club)

FINANCE

507
Conferences and Travel

507.1
Definition of Off-Campus Travel

The college/District recognizes three major categories of off-campus travel:

Institutional

The objective of institutional travel is to attend meetings called by State agencies, to meet with legislators, and to consult with colleagues at other institutions for such purposes as curriculum planning and community-college funding.

Institutional travel also includes service on an accreditation team. The primary purpose of such travel is to carry out administrative functions.

Professional

The objective of professional travel is to permit participation in the activities of such organizations as the California Community College Trustees, California School Boards Association, American Association of Community Colleges, Community College League of California, the Academic Senate of California Community Colleges, National Association of College and University Business Officers, and other recognized organizations. Such organizations have a legitimate and constructive interest in advancing the cause of higher education in the State of California.

Educational

The purpose of educational travel is to encourage members of the College staff to keep abreast of new knowledge, new teaching techniques in their own areas, new and/or updated skills, and training methods.

Although it may be assumed that the College staff members have an obligation as professionals to invest some of their own resources in keeping current in their disciplines and in their fields of work, it is clearly in the interest of the College and its students that the institution make a similar commitment and encourage the College staff to attend institutes, workshops, and conferences in their areas of responsibility.

As a general rule, in all three categories of travel, every effort will be made to cause minimum interruption in the instructional program of the College and in services to students.

507.2

Approval of Off-Campus Travel

Employees should have the approval of their immediate supervisor--see form, Request for Travel Approval/Claim for Travel Expense. The immediate supervisor and/or the appropriate administrator should verify that travel moneys are available from the appropriate accounts. Approval is as follows:

Board Member	Majority of Board
Superintendent/ President	Majority of Board
Asst. Superintendent/ Vice President	President/Superintendent
Division Deans/ Department Chairs/ Directors	Asst. Superintendent/Vice President
Certificated and Classified Staff	Division Deans/Directors

When an employee has been authorized to travel off campus to attend meetings called by an agency of the State of California or any other public agency in which the travel expenses are to be reimbursed by that agency, the employee shall note the agency to be billed when requesting travel approval. The College will be responsible for billing that agency for reimbursement of expenses.

At the discretion of the Superintendent/President, or designated representative, employees may be reimbursed for actual and necessary expenses, or portion of actual and necessary expenses approved, incurred for off-campus conferences or meetings they were unable to attend, provided the circumstances preventing such attendance were beyond employee control.

Preparing the Form:

A. The form is picked up in the department/program office, and completed by the applicant and/or clerical staff.

B. Advanced payments to vendors (sufficient lead time is required. A two-week minimum is requested.)
   1. Commercial transportation. A purchasing requisition must be fully and accurately completed for advanced payment of travel. A purchase order number is obtained from Business Services (Purchasing). (The applicant is responsible for making his/her own reservations.)
   2. Lodging. Complete a reservation form. If none is available, complete a "Hotel Reservation Form" available from Fiscal Services.
   3. Registration. The Registration Form must be fully and accurately completed in order to request advanced payment.

Submitting the Form:

A. Submit the completed form and the required support materials as follows for approval and signatures:
   1. To the Department Chair/Director
   2. To the Senior/Executive Administrator who checks for accuracy and availability of funds.
      a. If no funds are available or only partial funding is available, the applicant will be notified by the Senior/Executive Administrator to determine whether the applicant wishes to travel by supplying total or partial funding.
      b. When requesting advanced payment, the Senior/Executive Administrator submits the form to Fiscal Services for processing. Fiscal Services will make advanced payments to vendors and return the form to the applicant. If no advanced payments are requested, the form will be returned to the applicant immediately after the Senior/Executive Administrator has signed.

507.21

Blanket Travel Approval for County

At the first of each fiscal year, those employees who are required to travel frequently and routinely within the County of San Diego will fill out a form REQUEST FOR BLANKET COUNTY TRAVEL APPROVAL. This form will be signed by the appropriate department chairperson, the division dean, and the assistant superintendent/vice president. Once approved for such county travel, the employee is not required to file a request for each individual trip within the county. He/she will be required to submit an EXPENSE CLAIM FOR BUSINESS MILEAGE in a timely manner.

507.22

Use of College Vehicles

College vehicles are available to help fulfill the transportation needs of institutional, professional, and instructional off-campus travel, subject to the following stipulations:

A. Prior to requesting use of a College vehicle, an employee must fill out the Request for Authorization to Drive College Vehicle form and have his/her driving record from the Department of Motor Vehicles on file in Facilities. There are two ways to submit your driving record:
   1. Complete the authorization form, and submit it to the Facilities Department. Palomar College fills out a Government Agency Request for Driver Record Information and sends same to Sacramento. The driver's record is sent to Palomar College. This procedure takes two weeks.
   2. Employee requesting clearance may go to a Department of Motor Vehicles office and receive a printout of his/her driving record by paying a fee. The printout received may be submitted to the Facilities Department. The following criteria are used to determine eligibility for clearance to drive a College vehicle:
      a. no more than two major violations within a three-year period are allowed. A major violation is considered to be an at-fault accident (one in which a citation is issued to the employee), speeding, reckless driving, and/or speed competition.
      b. no D.U.I.'s within a five-year period allowed. D.U.I. is driving while intoxicated or under the influence of a narcotic substance.

B. Requests for use of College vehicles must be approved by the appropriate administrator. Use form entitled Request for Use of a College Vehicle. It is essential that the dates and exact times of departure and return to campus be indicated on the request before it is submitted for approval.

C. All drivers of College vehicles must be at least 18 years of age and must have a valid California drivers license appropriate to the vehicle being driven.

D. A driver is charged with the responsibility of operating an assigned vehicle in strict compliance with all laws applicable in the area of operation. Prohibitions include, but are not limited to:
   1. driving while intoxicated or under the influence of alcohol or drugs
   2. failure to stop and report an accident
   3. driving during a period while license is suspended or revoked
   4. reckless driving
   5. possession of open container of alcoholic beverage.

507.3

Expense Reimbursement

A. All expenses, except mileage and meals, must have original receipts attached to the form. Fill in amounts spent and advance payments to vendors.

B. Instruction and Student Services Employees: Attach all relevant materials, receipts, and other verification of expenses and submit the form to the appropriate Senior or Executive Administrator for review and approval. Administrative Services Employees: Attach all relevant material, receipts, and other verification of expenses and submit the form to the appropriate Director for review and approval.

C. The Senior/Executive Administrator forwards the claim to Fiscal Services for reimbursement.**

D. Fiscal Services issues check for reimbursement of expenses to applicant.

507.36

Claiming Expenses

A. All expenses, except mileage and meals, must have original receipts attached to the form. Fill in amounts spent and advanced payments to vendors.

B. Instruction and Student Services Employees: Attach all relevant materials, receipts and other verification of expenses and submit the form to the appropriate Senior or Executive Administrator for review and approval.

C. The Senior/Executive Administrator forwards the claim to Fiscal Services for reimbursement.**

D. Fiscal Services issues check for reimbursement of expenses to applicant.

** Note: Original signatures are required for claim to be processed for reimbursement.

507.5
Reports to Governing Board

Fiscal Services will submit periodic reports to the Governing Board detailing the travel reimbursements. Travel reimbursements will be made on commercial warrants using the Travel Voucher program in Pertaine Software. A report will be generated from this.

507.6
Forms and Office Responsible for Issuing

A. Request for Travel Approval/Claim for Travel Expense - forms available in the Instruction Office and in Fiscal Services
B. Expense Claim for Business Mileage - forms available in Fiscal Services
C. Request for Use of a College Vehicle - forms available in Facilities
D. Claim for Reimbursement of Travel and Expense - forms available in Fiscal Services
E. Request for Authorization to Drive College Vehicle - forms available in Facilities
F. Gov't Agency Request for Driver Record Information - forms available in Facilities
G. Request for Blanket County Travel Approval - forms available in Fiscal Services

509
Claims Against the District

All tort claims shall be presented within the time limit as provided under Government Code Section 911.2; i.e., six months for claims relating to death or injury to person or damage to personal property after accrual of the cause of action and one year for any other claim after accrual of the cause of action. The Governing Board shall act upon such claim within 45 days as specified in Government Code Section 912.4.

510
Sale of Personal Property Fabricated by Students

A. Instructors involved must request pre-numbered receipt forms in triplicate from the Cashier in Fiscal Services.
B. After an item has been fabricated, the instructor will determine the cost of the District property used in fabrication. Education Code 81457 states that this amount must not exceed the actual cost to the District. The instructor will prepare the receipt in triplicate, retain the third copy for department files and direct the student to take the original, second copy, and payment to the Cashier at Fiscal Services.
C. The Cashier will receive payment and indicate this on both copies of the receipt.
D. The student will then take the receipted copy to the instructor, who will replace the department file copy with the original. The fabricated item will then become the property of the student.

512
Copyrights

512.1
Computer Software

In order to certify the District's right-to-use software installed on District-owned computers, it is required that copies of all software licenses be on file in the Information Services Office. When installing software on a District-owned computer, the person completing the installation is responsible for the following:

A. Installing the software according to the instructions provided by the software author/distributor.
B. Filling out a Palomar College Software Registration Form.
C. Forwarding the Palomar College Software Registration Form, the Software License Agreement received with the software, and a copy of the software purchase order to the Palomar College Information Services Office.

Information Services staff will make an archival copy of the Software Registration Form and Software License Agreement and return the originals to the department.

If a software audit is performed, either by District staff, law enforcement officers or regulatory agencies, the archival records will be used to prove ownership of specific software products. If an archival record does not exist for a specific copy of software, and the department is unable to provide proof of purchase, the software will be deleted from the computer's storage media and all backup copies will be destroyed.

Before a District-initiated software audit is conducted, or new software is installed, individuals will be given a one-week notice so that data files can be screened and sensitive data protected or removed. Appointments will be made with District staff members prior to an audit or installation process to ensure that the integrity of sensitive data is maintained.

513

Incentive Cost-Savings Program

Purpose

The purpose of the Incentive Cost-Savings Program is to acknowledge and reward employees who make significant contributions to the efficiency of Palomar Community College District operations and/or to foster employee morale.

Suggestion Committee

The committee will consist of the presidents of each employee group: Administrative Association, CCE/AFT, Faculty, the Vice Presidents, and the Superintendent of the District. The Committee will meet twice annually.

Eligibility

A. All probationary and permanent classified employees and faculty.
B. Employees who are designated as Managers, Directors, and Administrators are not eligible for this program.
C. Employees must be in a paid status at the time of the monetary award.

Procedure for Submitting Suggestions

A. The form for submitting ideas/suggestions is available from the Administrative Services office in Room A4-C, Ext. 2109.
B. Complete the form and submit it to the President's Office for distribution to the Suggestion Committee.
C. The Suggestion Committee will send a receipt to the employee when the form is received.
D. The Suggestion Committee will consider the ideas/suggestions, consult with appropriate Managers, Directors, or Administrators on the feasibility of the suggestions, and notify the employee(s) or team of the Committee's decision.
E. The Suggestion Committee will notify the Public Information Office of all ideas/suggestions submitted so that acknowledgments can be published in the Campus Communiqué.
F. Employees who submit viable cost savings ideas or suggestions will receive a certificate of recognition signed by the Superintendent/President and the President of the Governing Board.
G. If by chance there is a duplicate submission, in order to give absolute credit to an employee, the submission with the earliest date stamp received by the President's Office will be the one considered by the Suggestion Committee.

Procedure for Evaluation of the Submitted Cost-Saving Initiatives

A. Twice annually, the Committee will evaluate submissions and validate projected cost savings.
B. Prior to the granting of the cash award, proof of the actual cost and long-term saving to the College must be furnished to the Committee.
C. Award(s) may not be granted if the Committee determines that the submitted initiatives lack proof of being above and beyond normal and expected duties and procedures. Rev. PAC 11-17-98

FINANCIAL MANAGEMENT

521

Budget

521.2

Budget Timetable

December	Distribute budget request forms for preparation of new budget requests following certain restrictive guidelines; i.e., zero growth due to declining FTEs
March	Budget request forms to the Vice Presidents for review
April	Budget requests to the Vice President for Finance and Administrative Services for compilation of division totals
May	First review of expenditures for comparison to revenues available
June	Presentation of tentative budget to Governing Board for approval
August	Publish date and time of public hearing on budget and announce dates of public inspection
September	Public hearing on the budget and final adoption

527
Associated Student Funds

A. Income for the Associated Students Funds comes from the Bookstore transfer, sale of student activity cards, and various club and social events.

B. Funds are used to pay for programs which include speech contests, student social affairs, receptions, school newspaper, school yearbook, art purchase, and Awards and Honors Day.

C. Student organizations shall deposit their moneys to the Associated Students Fund at the Cashier's window in Fiscal Services.

528
Payroll

Payroll Process
Salaried Employees

Warrants - Payroll warrants are prepared for salaried employees from resolutions previously approved by the Governing Board and are issued and distributed on the last working day of each month by Fiscal Services.

Payroll warrants are placed in faculty mailboxes on the last working day of each month. Each employee must pick up his/her own payroll warrant. If the employee wishes the check to be mailed, the employee must so advise Fiscal Services. Automatic payroll depositing is available if an employee wishes to have all of his/her payroll warrants deposited to a financial institution of choice. See Fiscal Services for additional information and forms. If it is decided that Fiscal Services mail only one warrant to a bank for deposit, it is necessary to have this request in writing, signed by the employee, with completed "Deposit by Mail" slip obtainable from the employees bank.

Monthly absence reports for all salaried employees are placed in the paycheck envelope on the last day of the month and are to be completed, signed by the employee, and submitted to Fiscal Services by the first of the month.

Salary Advancement

In March of each year, Human Resource Services distributes to all academic contract staff a memorandum and form regarding salary advancement. An academic staff member who anticipates advancing horizontally on the salary schedule for the following year due to completion of additional course work must return the completed form to Human Resource Services by June 30. There will be no exceptions. The form will apply to the following year only; it cannot apply to subsequent years. Course work must be completed prior to the first day of employment of the following year, and transcripts must be submitted to Human Resource Services by September 1 of the following year.

Adjunct Faculty Employees

A separate manual is available for adjunct faculty. This manual is available through the Office of the Dean of Community Learning Resources. All other faculty teaching hourly should review the Adjunct Faculty Manual.

Supporting Documentation for Salaries and Related Costs on Federal and State Categorical Programs

Office of Management and Budget (OMB) Circular A-87 provides a list of basic guidelines or cost principles for determining whether a cost is allowable and allocable to a federal categorical program. Palomar College is required to follow these guidelines relating to compensation for personal services--salaries and benefits. The circular requires that employees prepare monthly activity reports if their positions are funded by more than one federal award or by a federal and non-federal award. Semi-annual certification for employees whose positions are funded entirely from a single federal program are required. This documentation is in addition to the payroll records currently maintained to support salary and fringe benefit costs.

Palomar College will follow these OMB guidelines for state categorical programs also.

Each employee whose position falls within the requirements of OMB Circular A-87 will be notified of the appropriate papers to be filed, the correct way to complete the paperwork, and where to return the paperwork.

528.2
Tax-Sheltered Annuity Program
BACKGROUND

1.1 Internal Revenue Code (IRC) Section 403(b) allows tax deferral for TSA purchases by employees of public schools. TSAs have been available as a method of providing retirement benefits since 1958.

Initially, qualified employees were allowed to establish TSAs by purchasing annuity contracts through insurance companies. In 1974, Congress enacted the Employee Retirement Income Security Act (ERISA) which permitted custodial accounts that invest in mutual funds to be treated as TSAs under IRC Section 403(b). The essential requirements and features of a TSA program under IRC Section 403(b) are as follows:

1.1.1 The participant must be an employee of a qualified organization.

1.1.2 The purchase of an annuity contract or contributions to a custodial account must be made by the employer.

1.1.3 The most prevalent method for contributing to a TSA is through a salary reduction agreement. A salary reduction agreement is an agreement between the employer and employee under which the employee takes a reduction in salary or forgoes a salary increase and has the employer contribute that amount to the TSA.

1.1.4 The salary reduction agreement must be legally binding and irrevocable for amounts earned while the agreement is in effect.

1.1.5 An employee may make one or more agreements with the same employer during any one taxable year, and may terminate the agreement with respect to amounts not yet paid.

1.1.6 The amount which may be contributed to a TSA by an employee is subject to several limitations based on the individual employee's salary and current and previous contributions to tax deferred plans, including TSAs, state retirement plans, Section 125 cafeteria plans, 401(k) plans, IRA/SEP, Keogh, etc. In general, the maximum amount by which an employee may reduce his/her salary, and make a corresponding contribution to a TSA, is the LESSER of:

a. 20% of salary (after pre-tax contributions to STRS/PERS) times years of service with the employer, less all prior contributions to certain plans;

b. the lesser of 25% of salary (after contributions to STRS/PERS) or $30,000; or

c. $10,000.

DUTIES AND RESPONSIBILITIES

2.1 **The Governing Board**

2.1.1 Approves TSA Plan.

2.1.2 Approves addition of TSA vendors to District list. This applies to companies who have not previously participated in the District's TSA program and participating companies who have undergone a corporate entity change through merger, acquisition, etc.

2.2 **The Superintendent/President**

2.2.1 Has authority delegated by the Governing Board to purchase TSAs on behalf of District employees and to administer the District TSA program.

2.2.2 Delegates authority to responsible District personnel.

2.3 **The Director of Fiscal Services**

2.3.1 Receives authority to administer the District's TSA Plan as delegated by the President through the Vice President of Finance and Administrative Services.

2.3.2 Develops procedures to administer TSA Plan pursuant to Section 7 of the TSA Plan which authorizes the Superintendent/President or his/her designee to establish any procedures that are necessary and advisable in effecting proper administration of the District's TSA Plan.

2.3.3 Reviews company agreements for completeness.

2.3.4 Submits company agreements for Board approval, if such agreement has been properly executed and if at least one amendment of employment contract/salary reduction agreement has been received from an interested employee of the District.

2.3.5 Signs company agreements as Authorized Officer of the District.

2.3.6 Reviews and accepts amendment of employment contract/salary reduction on agreement form and supporting maximum exclusion allowance calculation.

2.3.7 Reviews and accepts notice of termination of amendment contract/salary reduction agreement forms.

2.3.8 Develops and provides forms necessary to make available the provisions of IRC 403(b) to eligible District employees.

2.3.9 The Director of Fiscal Services is authorized to reject forms which are inaccurate, incomplete or not prepared in accordance with District policies and procedures. This authority is granted under Section 7 of the TSA Plan which authorizes the Superintendent/President or his/her designee to establish any procedures that are necessary and advisable in effecting proper administration of the District's TSA Plan. Also, inaccurate maximum exclusion allowance calculations may be rejected by the Director of Fiscal Services under Section 4 of the TSA Plan which states that salary reductions shall not be in excess of the maximum reduction.

2.3.10 Obtains legal advice regarding the District's TSA program, when necessary.

2.3.11 Maintains list of approved TSA vendors and provides list to interested employees, when requested.

2.4 **The Internal Auditor**

2.4.1 Reviews amendment of employment contract/salary reduction agreement forms and related maximum exclusion allowance calculation worksheets and advises the Director of Fiscal Services regarding the accuracy and reasonableness of information submitted therein.

2.4.2 Advises the Director of Fiscal Services on TSA-related matters.

2.4.3 Performs annual review of maximum exclusion allowance worksheets submitted by employees to determine if adjustments to individual contributions are necessary.

2.4.4 Answers questions from faculty and staff on TSA-related matters.

2.5 The Payroll Office

2.5.1 Maintains all TSA-related forms submitted during the employee's term of employment with the District, including amendment of employment contract/salary reduction agreement and notice of termination forms, and any correspondence between the District and the employee on TSA-related matters.

2.5.2 Maintains files for each TSA vendor. These files will contain the company agreement executed by the company and the District, a copy of the vendor's TSA agreement for annuities and/or custodial accounts and any correspondence between the company and the District, or any other third party.

2.5.3 Implements amendment of employment contracts/salary reduction agreements forwarded from Fiscal Services and makes appropriate payroll deductions for participating employees.

2.5.4 Processes notice of termination forms forwarded from Fiscal Services.

2.5.5 Assigns District vendor number to new TSA vendors.

2.5.6 Remits participating employee contributions to applicable TSA vendors with appropriate data, as stated in company agreement.

2.5.7 Prepares IRS Form W-2 for participating employees reflecting the annual TSA contribution in accordance with IRS regulations.

2.5.8 Answers questions from faculty and staff on TSA-related matters.

2.6 The Company (Annuity or Custodial Account)

2.6.1 Executes company agreement, without changes.

2.6.2 Complies with all provisions of the company agreement.

2.6.3 Complies with all state and federal laws and regulations applicable to TSAs.

2.6.4 Assists clients with TSA-related matters.

2.7 The Employee

2.7.1 Knows and understands the TSA regulations and requirements or obtains tax advice from a competent source. All personal tax, financial and retirement planning decisions are the sole responsibility of the employee.

2.7.2 Completes and submits in a timely manner the necessary forms and certifications required to initiate, modify or terminate contributions to a TSA, in accordance with IRS regulations and District policy and procedures.

2.7.3 Completes and submits annual maximum exclusion allowance calculation to ensure that TSA contributions are within limits imposed under the Internal Revenue Code.

2.7.4 Reads and understands the terms and conditions of the amendment of employment contract/salary reduction agreement and abides by same.

PROCEDURES/IMPLEMENTATION

3.1 How to Set Up a TSA

3.1.1 Employee selects a TSA vendor from the District's list of vendors that have been approved by the Governing Board for participation in the District's TSA plan. The District list of TSA vendors is available in Fiscal Services (A-2). If the employee wishes to set up a TSA with a vendor who is not currently on the District list, the employee may do so by following the procedures outlined in 3.4 below.

3.1.2 Employee contacts the TSA vendor(s) of his/her choice and obtains the company's TSA application, a description of the company's TSA plan and investment options for annuities and/or mutual funds and prospectuses for selected investment options. The employee should read and understand the terms and conditions of the company's TSA agreement and the nature of the available investment options before making any decision to invest in a TSA.

3.1.3 Employee obtains an amendment of employment contract/salary reduction agreement form from Fiscal Services.

3.1.4 Employee decides how much he/she wants to contribute to a TSA, subject to limitations. It is the responsibility of each employee to determine his/her own limitations in consultation with a financial advisor. To ensure that the employee's TSA contribution does not exceed legal limits, the District requires that the employee submit a maximum exclusion allowance calculation worksheet with the amendment of employment contract/salary reduction agreement form. The employee should request his/her broker, agent or financial advisor to prepare and sign a maximum exclusion allowance calculation worksheet. But even if the employee is not setting up the TSA through a broker or agent, the employee is still required to prepare and submit the exclusion allowance calculation. A sample maximum exclusion allowance worksheet, which is derived from the formulas contained in IRS Publication 571 - "Tax-

Sheltered Annuity Programs for Employees of Public Schools and Certain Tax-Exempt Organizations," is available in Fiscal Services.

3.1.5 Employee submits the executed amendment of employment contract/salary reduction agreement form, along with the maximum exclusion allowance calculation (prepared and signed by the employee and/or the employee's broker, agent or financial advisor) to Fiscal Services. If the vendor's TSA application requires the signature of a District representative, the application may also be submitted at this time.

3.1.6 The amendment of employment contract/salary reduction agreement forms must be completed by the employee and reviewed and approved by District representatives. Employees who normally receive a paycheck on the last day of the month must submit the appropriate forms and documentation by the 15th day of the month. Employees who normally receive a paycheck on the 20th of the month must submit the appropriate forms and documentation by the 5th day of the month. These deadlines may be affected by holiday periods during certain months. The employee should contact the Payroll Office regarding specific deadlines.

3.1.7 Fiscal Services affixes a date stamp to the amendment of employment contract/salary reduction agreement form acknowledging receipt of the TSA forms.

3.1.8 The TSA forms received by Fiscal Services are forwarded to the Internal Auditor, who reviews the documents for completeness and verifies the accuracy and reasonableness of the calculations and representations therein. The Internal Auditor consults with the Director of Fiscal Services regarding any errors or deficiencies noted in the submitted documents. In such cases, the employee is contacted by the Internal Auditor regarding the errors or deficiencies. If no exceptions are noted, the Internal Auditor initials the exclusion allowance calculation to indicate that the verification has been performed.

3.1.9 The Director of Fiscal Services signs and dates the amendment of employment contract/salary reduction agreement form as District Representative. As necessary, the Director of Fiscal Services also signs the insurance or investment company's TSA application and returns it to the employee for forwarding to the TSA vendor.

3.1.10 The executed amendment of employment contract/salary reduction agreement form and exclusion allowance calculation are forwarded by Fiscal Services to the Payroll Office. Payroll Office personnel initiate appropriate payroll deductions. The TSA documents submitted by the employee are filed in the employee's personnel folder in the Payroll Office.

3.2 How to Make Changes to a TSA

3.2.1 Effective December 31, 1995, TSA participants may make multiple changes to amendment of employment/salary reduction agreements during any one tax year.

3.2.2 The employee obtains and submits an amendment of employment contract/salary reduction agreement form and maximum exclusion allowance calculation as outlined in 3.1.1 through 3.1.6 above. This modified agreement will supersede in its entirety any other amendment of employment contract/salary reduction agreement previously submitted by the employee.

3.3 How to Terminate Contributions to a TSA

3.3.1 The employee may elect to stop all contributions to a TSA. The Internal Revenue Code allows an employee to terminate a TSA contribution with respect to amounts not yet paid.

3.3.2 The employee obtains a Notice of Termination of Amendment of Employment Contract/Salary Reduction Agreement form from Fiscal Services.

3.3.3 The employee submits the executed Notice of Termination form to Fiscal Services.

3.3.4 All terminations are effective as of the end of the pay period in which the Notice of Termination was submitted and accepted.

3.3.5 Fiscal Services affixes a date stamp to the notice of termination form to acknowledge receipt of the form.

3.3.6 Fiscal Services forwards the notice of termination form to the Payroll Office. Payroll Office personnel review the form to ensure it has been submitted in accordance with District procedures and indicate acceptance of the form by signing as District Representative.

3.3.7 Payroll Office personnel terminate appropriate payroll deductions. The notice of termination form submitted by the employee is filed in the employee's TSA folder in the Payroll Office.

3.4 How to Add a TSA Vendor to the District List

3.4.1 The District allows employees to contribute to the TSA vendor of their choice provided that the company has executed and submitted the appropriate company agreement and the company's participation in the District's TSA plan has been approved by the Governing Board.

3.4.2 For a company which offers tax-sheltered annuities (annuity and custodial accounts) to be approved as a participant in the District's TSA plan, the following steps must be taken:

1. An eligible employee must request that the company be granted approval. The employee should obtain and complete an amendment of employment contract/salary reduction agreement form from Fiscal Services. This form along with a maximum exclusion calculation worksheet and the company name, address and name of contact should be submitted to Fiscal Services.
2. Fiscal Services will send the appropriate company agreement to the company.
3. The company must execute and return the company agreement.

4. Fiscal Services will submit the company's request to the Governing Board for approval.

3.5 **Annual Calculation of the TSA Contribution Limitations**

3.5.1 It is important that the employee calculates his/her TSA contribution limitation at least annually to ensure that the employee does not make excess contributions to a TSA. Excess contributions to a TSA may result in adverse tax consequences to the employee and to the District. Participating employees should refer to IRS Publication 571, entitled "Tax-Sheltered Annuity Programs for Employees of Public Schools and Certain Tax-Exempt Organizations," for an explanation of potential personal tax liabilities resulting from excess contribution to a TSA.

3.5.2 The District requires that the participating employee submit an exclusion allowance calculation worksheet whenever a TSA is set up or modified. This calculation should be prepared and signed by the employee's broker, agent or financial advisor or by the employee and should be submitted with the amendment of employment contract/salary reduction agreement form to ensure that the amount of the TSA contribution does not exceed legal limits.

3.5.3 In addition, the District requires that each participating employee submit an exclusion allowance calculation in September of each year. The calculation should be based upon projected earnings through the end of the year. The Payroll Office will send a memorandum reminder to all participating employees in August to ensure that employees are aware that the required calculation should be submitted.

3.5.4 If the participating employee becomes aware that a TSA contribution in excess of the legal limits has been made on their behalf or that an excess contribution may result by the end of the current tax year, the employee should take immediate steps to correct the situation. If an excess contribution has been made to the employee's TSA annuity or custodial account, it may be corrected with no adverse tax consequences by notifying the TSA vendor about the excess contribution by March 1 of the following tax year and having the TSA vendor pay the employee that amount by April 15. The employee should contact the TSA vendor and arrange for the excess contribution to be returned directly to the employee. If the employee's TSA arrangement does not provide for direct payment of excess amounts, the employee should contact the Payroll Office. If an excess contribution does not currently exist but may occur before the end of the current tax year, the employee may modify or terminate his/her TSA contribution to avert the excess contribution.

FORMS AND TSA-RELATED DOCUMENTS - All available in Fiscal Services

4.1 Governing Board Resolution, as adopted
4.2 Tax-Sheltered Annuity Plan, as adopted
4.3 Amendment of Employment Contract/Salary Reduction Agreement
4.4 Notice of Termination
4.5 Company Agreement (Annuities)
4.6 Company Agreement (Custodial Accounts)
4.7 Sample Maximum Exclusion Allowance Worksheet
4.8 IRS Publication 571 - Tax-Sheltered Annuity Programs for Employees of Public Schools and Certain Tax-Exempt Organizations (This pamphlet is also available be contacting the IRS at 1-800-TAX-FORM)
4.9 List of participating TSA vendors

PURCHASING

541
Conflict of Interest

541.1
Requisitions

Requisitions for materials, supplies, equipment, services, and travel originate with department personnel and must bear the endorsement of the appropriate administrator. These requisitions should be priced as accurately as possible. A suggested source of the order may be indicated on the requisition. The selection of the vendor will be made by Purchasing Services, in consultation with the person placing the order. All requisitions should be sent to Purchasing Services for approval and order. Funds to cover all requisitions must be available in the department's budget. All requisitions are to be completed in accordance with the Purchasing Handbook.

All vendors have been informed that the college will honor purchases only if proposed purchases have had prior approval by a purchase order. The following personnel are authorized to sign purchase orders: the Director of Business Services and the Vice President for Finance and Administrative Services.

The usual route of requisitions for even the smallest purchase is the only route approved. This applies to the purchase of all office and bookstore supplies as well as instructional supplies.

EQUIPMENT AND FACILITIES

550

Use of District Facilities

Activities Eligible for Direct-Cost Rental Fee

Student clubs and organizations not affiliated with Palomar Community College; fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District; parent-teacher's associations; school/community advisory councils; Campfire and Scout troops; senior citizens' organizations; other public agencies; organizations for general cultural activities, character building, or welfare purposes. (Ed Code 82542a)

Activities Eligible for Fair-Market Rental

Church or religious organizations for the conduct of religious services for temporary periods; entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of fees or contributions are not expended for the welfare of the students of the District or for charitable purposes. (Ed Code 82542c)

Charges Included in Direct Costs

Costs of opening and closing the facilities; cost of a District employee's presence during the organization's use of the facilities, if an administrator determines that supervision is needed; cost of janitorial services; cost of utilities directly attributable to the organization's use of the facilities. (Ed Code 82542e)

Fair-Market Rental Charges

Fair-market rental value means the direct costs to the District, plus the amortized costs of the District facilities or grounds used for the duration of the activity authorized. (Ed Code 82542f)

Certificate of Insurance

The Governing Board of Palomar Community College District requires any outside group or organization granted the use of facilities to obtain a certificate of insurance from a liability insurance carrier. This Certificate of Insurance confirming $1,000,000 combined single-limit general-liability coverage naming the Palomar Community College District as an additional insured and a copy of the endorsement to the policy naming the Palomar Community College District as an additional insured must be submitted to the District for approval prior to using any District property.

Application and Approval Process for Use of District Facilities

The application for Use of District Facilities may be obtained in the Instruction Office or in the Office of the Director, Student Activities.

Off-campus organizations submit completed forms to the Instruction Office. After verification of availability of the facility and coordination with all staff to ensure availability of support services, the application is forwarded to the Manager, Instructional Operations and Services, for final approval and assessment of fees. Upon completion of this process, the potential lessor will be notified of the resolution of the request. Approved forms will be returned to the lessor by U.S. Mail and must be in possession of the lessor at the facility being used. Because of the complexity of this process, a minimum of 15 working days must be allowed between receipt of the request and the event date.

On-campus personnel submit completed forms to the Office of the Director, Student Activities. On-campus personnel include student groups with staff sponsorship and assumption of responsibility, staff groups, and groups from the community with staff sponsorship and assumption of responsibility. After verification of availability of the facility and coordination with all staff to ensure availability of support services, the application is granted final approval by the Director, Student Activities or designee. Any applicable fees will be assessed at this time though most on-campus personnel will not be charged fees except for extraordinary expenses. Approved forms will be returned to the lessor by U. S. Mail or by Campus Mail and must be in possession of the lessor at the facility being used.

The Palomar Community College District assumes no responsibility for references to event locations announced in any medium or printed in brochures or fliers. Lessors must have approved request forms in their possession before proceeding with publicity.

Certain specialized facilities have extraordinary expenses associated with other-than-instructional uses. Such added expenses will be charged to the unit incurring the expense. Complimentary use extended to off-campus organizations by District representatives will be charged to the unit which extends the offer. A portion of rental fees may be used to offset depreciation of the facility and associated equipment.

PALOMAR COMMUNITY COLLEGE
FEE SCHEDULE FOR USE OF COLLEGE FACILITIES

	*Direct Cost per Use	* Fair Rent per Use
Student Union - Main Dining Room Standard Services: Utilities, furniture, rest rooms. Kitchen unavailable.	$100	$350
Student Union - Small Dining Room Standard Services: Utilities, furniture, rest rooms. Kitchen unavailable.	$40	$150
Classroom - Standard Standard Services: Utilities, furniture, rest rooms.	$30	$100
Classroom - Lecture, Capacity 60-100 Standard Services: Utilities, furniture, rest rooms	$50	$150
Classroom - Lecture, Capacity over 100 Standard Services: Utilities, furniture, rest rooms.	$75	$200
Performance Lab Standard Services: Utilities, furniture, rest rooms. Additional cost, piano tuning, etc.	$50	$250
Gymnasium (Dome) Standard Services: Utilities, scoreboard, rest rooms.	$150	$500
Gymnasium Including Shower Rooms Standard Services: Utilities, scoreboard, rest rooms. Towel service unavailable.	$200	$800
Dance Studio Standard Services: Utilities, rest rooms	$100	$250
Pool Full day		$500
Football Field Standard Services: Utilities, rest rooms	$50	$150
Baseball Field/Softball Field Standard Services: Utilities, rest rooms	$60	$200
Tennis Courts: Day Only Standard Services: Utilities, rest rooms	$20/4 hrs. Per Court	$40/4 hrs. Per Court
Track & Field	$20	$50

*Additional expenses may be incurred for such items as: Staff Overtime, custodial, security or other services.
**A Use is considered to be 4 hours or less. Additional hours in one calendar day shall be charged in multiples of 4 hours.

PALOMAR COLLEGE THEATRE USE FEES

Category of Use	*Rental Fee	Other Costs

A.	PERFORMING ARTS PROGRAMS (Palomar College Dance, Drama Music)	None	Crew and Materials
B.	COLLEGE ADMINISTRATIVE USE	None	Crew and Materials
C.	Use by Other Palomar INSTRUCTIONAL OR STUDENT SERVICE PROGRAMS	None	Crew and Materials
D.	ASG-SPONSORED EVENTS	*$375	Crew and Materials
E.	PUBLIC SERVICE -- Same as ASG-sponsored events except when admission fees are charged or contributions are solicited, in which case the fee will be the same as for groups.		
F.	GROUPS	$500	

*Rental fee includes six hours of theatre use including rehearsal time. Each additional hour or portion of an hour for rehearsal or performance time will be charged at the rate of $62.50 per hour for categories A, B, C, D, E and $81.25 for category F.

EVENTS WILL BE LIMITED TO THOSE DETERMINED BY THE DEAN OF ARTS AND LANGUAGES TO POSE NO UNREASONABLE RISK OF LIABILITY TO THE COLLEGE OR DAMAGE TO THE FACILITY OR THE EQUIPMENT AND FURNISHINGS. USE OF THE THEATRE FOR PERFORMING ARTS PROGRAMS (CATEGORY A) WILL TAKE PRECEDENCE. ALL PERFORMANCE AND REHEARSAL DATES ARE SUBJECT TO AVAILABILITY OF THE FACILITY.

Box Office Service Fee

Box Office Services include telephone reservations and ticket sales from 1 - 5 p.m., Monday through Friday, and one hour prior to each performance and are available at the following fee schedule:

CATEGORY	SERVICE FEE
A, B, C	No Fee
D, E, F	$100 per week

This fee does not include tickets, which must be provided by the lessee.

For categories A, B, and C, the Production Manager will determine what staff is required to prepare, set-up, and execute the program. The appropriate department, division, campus group, or other sponsor of the event will be billed at the prevailing rate for the staff required. Required crew expenses must be borne by the department requesting the facility. For categories D, E, and F, a fee will be charged to pay for the Theatre Technician, Sound Technician, and Student Assistants at the prevailing wages, including overtime when applicable, as well as custodial services and security deemed necessary by the Superintendent of Buildings and Grounds. Required additional staffing is at the discretion of the Theatre Technician or Production Manager in consultation with the Dean of Arts and Languages.

Equipment included in the rental fee (Categories A, B, C):

A. House lights.
B. Standard concert lighting
C. Two microphones (public address only).

Facility Fee For Categories D, E, F, includes:

A. Set-up, rehearsal, and performance time not to exceed 6 hours.
B. House lights.
C. Standard concert lighting or a maximum of 45 lighting instruments.
D. Two microphones (Public address only).

The Facility Fee does not include use of the scene shop.

Additional equipment will require an additional fee. Consumable materials will be charged for at replacement cost. Ref. Facilities Policy Combined 8/10/92552

552

Fixed Asset Inventory

Facilities Inventory Control staff will conduct annual physical inventories of fixed assets, equipment, and furniture within each building. Facilities Inventory Control will be responsible for scheduling the inventory to avoid disruption of the instructional process. All staff will be expected to cooperate with inventory personnel.

Equipment and furniture are listed in the District inventory. DO NOT REMOVE equipment or furniture from any room/building for any reason without completing and submitting an Inventory Disposal/Transfer Request Form. These forms are available in the Warehouse. If property is stolen or missing, report the loss to Campus Security.

Inventory questions or concerns should be directed to Facilities Department – Inventory Control Office.

Surplus Property

Surplus property, according to California Education Code CEC 81450, is any District property no longer required for school purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for school use.

Three Types of Surplus Property

1. Reusable and authorized for re-issue on campus.
2. Reusable but NOT authorized for re-issue on campus. (i.e., equipment that is no longer supported by the District or cannot be repaired.)
3. Not reusable because it is unsafe or hazardous.

Reusable property authorized for re-issue within the District is stored in the Warehouse and can be viewed Monday through Friday from 8 a.m. to 3:30 p.m. Departments may select property and arrange an appropriate delivery time with the Warehouse staff.

Reusable but not re-issuable property is stored in the District surplus lot for eventual sale by auction.

Procedures for Declaring Property Surplus

Identify the property on an INVENTORY TRANSFER/SURPLUS/DISPOSAL REQUEST FORM. These forms may be obtained from the Warehouse. The department disposing of the property is responsible for the portion of the form titled INVENTORY DISPOSAL. The form must be SIGNED by the department chair/director.

Transfer of Property to Other Departments

Complete that portion of the form titled INVENTORY TRANSFER. Please be advised, when transferring District-owned property to programs/departments that receive their operating funds from other sources, i.e., ROP, the *property being transferred will remain property of the District.*

When the INVENTORY TRANSFER/SURPLUS/DISPOSAL REQUEST FORM is completed, contact the Custodial Department at Extension 2134 to arrange for pickup. The completed paper work must accompany the property. The department retains the GOLDENROD COPY. Forward the completed paperwork to the FACILITIES PLANNING OFFICE.

Procedures for Sale or Auction of Surplus Property

The Warehouse Supervisor shall submit a list of surplus property for disposal sale to the District Governing Board prior to transporting the items for sale. The Warehouse Supervisor shall arrange for the sale of surplus property through either local auction or *County* auction. The Warehouse Supervisor shall ensure that all paperwork is processed through the proper channels, i.e., District Governing Board approval, County auction forms, District fixed-asset inventory notification, income and expense forms, etc.

Local Auction: If a local auction is held within the District, a list of surplus property on hand is presented to the District Governing Board with a recommendation that it be sold at auction. Upon approval, the District will place a notice in a newspaper within the District to be published no less than once a week for two weeks prior to the sale.

County Auction: The District Governing Board may, with the consent of a County Purchasing Agent, utilize County services for the sale of District property (CEC 81451). The responsibility for notification of such sale rests with the County Purchasing Agent. The District Governing Board or its representative shall declare that the listed District property is surplus and authorize the sale of said property.

Private Sale: If the District Governing Board by a unanimous vote of those members present finds the property, whether one or more items, valued at less than two thousand five hundred dollars ($2,500), the property may be sold at private sale without advertising by an employee of the District empowered for that purpose by the District Governing Board (CEC). The money received from the sale shall be credited to the fund from which it was purchased, i.e., general fund, VATEA, etc. The Director of Fiscal Services shall determine the appropriate disbursal of those moneys.

Criteria for Donation or Destruction of Surplus Property

1. Property has no sale dollar value to the District
2. Property is unsafe for use
3. Property is or contains a hazardous material or waste which must be disposed of in District compliance with the regulations for hazardous material disposal.

Donation of Surplus Property: If the District Governing Board, by unanimous vote of those members present, finds the property of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the District Governing Board, or it may be disposed of in the local public dump on order of an employee of the District empowered for that purpose by the District Governing Board (CEC 81452).

Local Public Dump Disposal: The Warehouse Supervisor/Inventory Control Specialist shall determine whether the property meets the guidelines for local disposal. If so, both representatives shall sign an Inventory Disposal form, and the property will be disposed of in accordance with the required State and local guidelines. (If surplus property has been declared unsafe or hazardous, the District Environmental Health and Safety Officer must inspect and sign the Inventory Disposal form.)

Cannibalization Disposal of Personal Property: Aged and inoperable equipment may be cannibalized and used for parts. Prior authorization is required before personal property that is no longer required for instructional purposes or suitable for District use may be cannibalized as parts. Equipment obtained for a period of less than three years or equipment obtained by federal funds for a period of less than five years will not be authorized for cannibalization.

552.1

Work Order Requests for Maintenance and Custodial Work

To request repair of existing building and non-instructional equipment:

Call Facilities Department Secretary to report the problem. No further action is required. Facilities will fund the repairs.

To request repair of instructional equipment::

Call Facilities Department Secretary to report the problem. Maintenance will repair, if possible. If the item needs to be sent out, the Instruction Office will fund the repair.

To request function set-up:

Submit standard work request form a minimum of ten working days before the event. If overtime is required to set-up, the requesting department must provide funding to cover all expenses.

To request building modifications, any new work, or items to be installed:

A. Submit work request form (available through Facilities Office, x2629) with a detailed description of the work to be done.

B. Please provide the location, the name of the requestor, extension number, an account number, and proper signatures. All new work must be funded by the requesting department. If you need an estimate, please contact the Director of Facilities.

C. If the work has to be completed within 10 to 30 days, the requesting department must fund any overtime expenses required to complete the job on time.

D. Submit the completed form and three copies to the Director of Facilities. Any forms that are not completely filled out will be returned to the requesting department.

To request Building Remodels or Renovations:

A. Submit Facilities Capital Improvement Plan Packet, available from the Facilities Planning Office (x2772).

B. Please provide all of the data requested on the forms. Funding sources must be provided by the requesting department. The requesting department must take the request through the appropriate committees, i.e., Campus Beautification, Safety and Security, Environmental Impact Review.

C. If request includes a request for estimated project cost, please allow 30 days for estimate.

D. If project is over $10,000, an architect or engineer will be required for design purposes. If the project is over $20,000, an architect will be required to design the renovation and take it to the Office of the State Architect for approval. All of the above costs must be covered by the requesting department.

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Keys

Keys must be obtained from Administrative Services. Submit Key Request Form to the Facilities Department indicating to whom the key will be issued. Form must have proper signatures. Keys must be returned to Administrative Services when no longer needed or employment is terminated. All keys are District property: however, each individual is responsible for keys issued to him/her. DO NOT DUPLICATE KEYS OR TRANSFER KEYS.

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Vehicles
Request for Use of Vehicle(s)

On trips which involve any school-owned vehicles, the faculty sponsor must submit a Request for Use of College Vehicle form to the Facilities Department for scheduling. The Request for Use of College Vehicles form must be completed and signed by the Department Chair/Director and Division Administrator. Administrative Services shall have complete authority in the supervision of College vehicles. The Facilities Department is responsible for scheduling College vehicles. A vehicle request form must be on file in the Facilities Office before a vehicle will be assigned. The Director of Facilities will determine the priority for use of College vehicles and shall be responsible for all maintenance and safety factors.

Authorization to Drive

The Facilities Department must have a print-out of all drivers' records before they are authorized to drive College vehicles. The form Request for Authorization to Drive can be obtained from the Facilities Department and returned signed by the Department Supervisor. The driver's information is sent to Sacramento, and it takes two weeks to obtain a copy of a driver's records. The requesting drivers can obtain a copy of their records at the local DMV office for a $5.00 fee. Staff and Faculty DMV records are updated every two years by the Facilities Department Secretary. A list of Authorized Drivers, including student drivers, is sent out at the beginning of each semester to each Department. The Request to Drive must be approved by the Facilities Department seven (7) days prior to the trip.

Student Drivers

Vehicles shall be used for College-related business only. Only students 18 years of age or older may drive College vehicles and must have approval from a faculty member directly related to the activity or faculty advisor. An instructor or approved staff member must be present in the vehicle on all trips outside of San Diego County. If more than one vehicle is used for an out-of-county trip and a student is driving the second vehicle, the vehicles must travel the same route and stay as close together as is consistent with safety. The student has some protection through the College insurance program on such trips but only when acting within the instructions given the student as an agent of the College. If the student acts outside these instructions, it is probable that the College insurance program will lend him/her no protection. It is the responsibility of the faculty sponsor on excursions involving situations as listed above to follow the procedures as outlined.

Vehicle Check-Out

Vehicles shall be picked up in the maintenance area and must be returned to the same area upon completion of the trip. The Vehicle Check-Out Office is open 7:30 a.m. to 4:30 p.m., Monday through Friday. Private vehicles cannot be parked in the maintenance area while using College vehicles.

If the driver finds any malfunction of College vehicles or needs immediate repair, the Facilities Department should be notified without delay. (Ext. 2629, 2655, 2131, or 2132)

Credit cards will be issued only when the length of trip warrants same. College-owned vehicles should be operated, whenever possible, with gasoline supplied from the campus tanks. Minimum use should be made of credit cards. All credit card receipts must be submitted to the Facilities Department as soon as possible.

Keys, trip tickets, and credit cards must be returned to the Facilities Department upon completion of the trip. When returning after office hours, these may be deposited in the slot provided next to the door of the Facilities Department offices, RS building.

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Palomar College Bookstore

Selection and Ordering of Textbooks

Textbooks and related supplies will be available on the main campus or various education centers for students to purchase approximately one or two weeks before the start of the semester. The Bookstore may not keep stock on hand of required or recommended textbooks during the remainder of the semester due to publishers' return policies. Instructors should encourage students to buy their books early in the semester.

Please contact your department chairperson, director, or secretary for ordering, discontinuance, or adoption of textbooks. Book orders are placed by the department approximately four months before the semester begins. Please contact the academic department assistant for any changes/deletions to book orders already placed by the department before contacting the Bookstore.

It is suggested that instructors requesting texts or other printed material which may be of a controversial nature specifically inform the department chairperson/director, the appropriate division dean, and the Assistant Superintendent/Vice President for Instruction.

Minimum Adoption

Upon the approval of an adopted text or texts for a course, it is understood that this adoption shall remain in effect for two full years (equivalent to four semesters and two summer sessions). Only in cases of urgency may permission to discontinue be granted at an earlier date. The Assistant Superintendent/Vice President for Instruction may grant such permission. Textbooks that are discontinued early or come from restricted publishers may incur costs to the department.

New Adoptions

New adoptions for newly established courses and replacement adoptions of discontinued textbooks shall both comply with the minimum adoption clause. New textbooks (new courses or replacement adoptions) shall be approved through the usual channels, and orders for books should reach the Bookstore prior to the following dates:

April 19 - for Fall Semester
October 10 - for Spring Semester
March 10 - for Summer Session

In deciding quantity, please quote sound enrollment estimates disregarding quantities on hand in the Bookstore.

Miscellaneous Policies Concerning Textbooks

A. It is inappropriate for a teacher to accept cash from students for the sale of textbooks and supplies or deposits to cover special orders for such items.

B. Instructors should encourage students to buy their textbooks early in the semester because the publishers require the Bookstore to return any allowable overstock (usually 20 percent of quantity ordered) within sixty days of the beginning of the semester.

C. Examination copies for instructors should be ordered directly by the instructor, not by the Bookstore or District. A desk copy of your textbook may be obtained from the department secretary or by writing to the publisher (depending upon your department's policy). Desk-copy request forms and publisher's address are available from the department secretary or the Bookstore Customer Service desk. Adjunct faculty may purchase a textbook from the Bookstore if they are unable to obtain a desk copy in time for the upcoming semester. You must return the book(s) purchased in new condition, without publisher's "Complimentary Instructor Copy" stamp or any other such markings within SIXTY DAYS of the purchase date along with your cash register receipt to obtain a refund. It is the responsibility of the instructor to obtain a desk copy from the publisher within sixty days. **NO REFUNDS WILL BE ALLOWED AFTER 60 DAYS.** Contract and regular instructors may charge a text to the Bookstore for a period of sixty days. If at the end of the eight-week period the instructor has not returned a clean copy to the Bookstore for credit against the account, the instructor will be expected to pay for the book. Desk copies should be ordered promptly.

D. As soon as an instructor is aware that the text is sold out at the Bookstore and more books are needed, the Bookstore should be notified immediately if additional copies are needed.

E. After final approval of a textbook has been given by the Assistant Superintendent/Vice President for Instruction, the title will be put on computer printout sheets by class. Each semester these printout sheets will be sent to the department chairpersons/directors for the number of books to be ordered. These computer sheets are to be signed by the instructor and the department chairperson/director. They then should be returned directly to the Bookstore.

F. Education Center Bookstores are generally open the first two weeks of each semester, with the exception of the Escondido Center Bookstore which is open throughout the semester. Please consult the class schedule on the page entitled "Palomar College Bookstore, Book Sale Hours" for the exact dates and times of the Bookstore operation at your Education Center. Please advise students to take advantage of the Education Center Bookstore during these dates; otherwise, they may have to travel to the San Marcos Campus Bookstore for textbooks.

G. Please contact the Textbook Department at 744-1150 X2223 or X2225 for any of the following:
   1. current selling price,
   2. expected arrival from the publisher date,
   3. inventory,
   4. titles sold out and reorder quantities,
   5. reorder due dates,
   6. or any questions pertaining to textbooks.

H. Please contact the Supply Department at 744-1150 X2222 or X2264 for any non-textbook course-material questions.

I. The Bookstore requests that faculty refrain from quoting prices to students due to constant price fluctuation. Please instruct students to call the Bookstore Customer Service at 744-1150 X2682 for current approximate price and stock availability information.

Other Services and Supplies

Duplicating Services and Supplies

It is the job of the technician in the Duplication/Mail Center to duplicate documents for faculty and staff. A work request form, available in the duplicating room, is to be completed for each duplication service. An account code is required for duplication services. If you do not know your code number, please ask your Department Secretary/Academic Assistant.

Every effort is made to complete each request within 24 hours; however, if possible, please give the technician sufficient notice (two days preferably) to complete the work. If this is not possible, there is a self-service duplicating machine available in the Duplication/Mail Center. There is also a duplicating machine available in room 6 of the "F" building with an operator on duty.

The main mail and F-6 duplicating centers offer night service Monday - Thursday until 7 p.m. when classes are in session.

Mail

Each department has a mailbox in the Duplication/Mail Center in the Administrative Services Building. There is a mailbox for outgoing mail in the Center for the convenience of staff.

Payroll Forms

The following payroll forms are available in the offices indicated in the parentheses: W-4 Withholding Exemption Certificate (Fiscal Services), Tuberculosis Test (Human Resource Services), Voluntary Deductions Forms (Fiscal Services), Health & Medical Benefits Insurance (Human Resource Services), Dental Insurance (Human Resource Services), Life Insurance (Human Resource Services), Vision Plan (Human Resource Services)

Parking

Faculty are entitled to free parking. One hanging staff parking permit which can be transferred to the car being driven will be issued to each staff member. Parking permits are issued to individual faculty and staff members. Therefore, sharing of a parking permit by anyone, including family members, relatives, or friends, other than the registered owner of the permit, is not permitted. There is a $25 charge to replace a lost decal. Parking decals are available at Fiscal Services, Cashier's window

ID Cards

Optional staff ID cards are available from the PIC counter in the Student Services Building. Call the Student Activities Office for information on dates and times to have pictures taken. Each employee is entitled to a staff ID card once yearly. If duplicates are desired for any reason other than reclassification (loss of card, poor picture, etc.), the employee will pay a fee of $1.00.

CONSTITUTION OF THE FACULTY OF PALOMAR COLLEGE

PREAMBLE

In order to promote the effective exercise of the rights, duties, privileges and responsibilities which are placed in their trust by their profession, their society, their state, and their local district, and conscious of the high nature of that trust as it is shared by all other institutions of higher learning in the State of California and in the United States, and in order that they, or the instruments of their creation, may perform such academic and professional duties as are appropriate to teaching faculties of community colleges, the academic faculty of Palomar College, as defined below, has adopted this Constitution of The Faculty of Palomar College.

THE FACULTY

The Faculty of Palomar College is an organization of all contract academic employees whose positions are not administrative, managerial, or classified. The Faculty is headed by a President and Vice President/Secretary.

Regular meetings will be held on the first teaching Wednesday of the second month of each semester during the academic year. All other Faculty meetings will be considered special meetings. To assist in the solving of many problems, The Faculty is affiliated with national, state and local Faculty organizations.

THE FACULTY SENATE

The Faculty establishes the Faculty Senate as a subsidiary agent, responsible to the Faculty, and as the primary legislative and executive arm of the Faculty.

Regular meetings of the Faculty Senate will be held on the first and third teaching Monday at 2 p.m. during the academic year. All other meetings will be considered special meetings.

DEFINITION OF ACADEMIC FACULTY

A member of The Faculty of Palomar College is a contract academic employee who:

I. Is employed in a position that is not designated as administrative, managerial, or classified.

II. Holds a position in which at least 50% of his or her contractual obligation requires direct contact with students for instruction, counseling or direct assistance with learning resources, or temporary reassignment to represent faculty organizations.

TENURED FACULTY are those faculty members who have regular tenured positions.

PROBATIONARY FACULTY are those faculty members who have tenure track contracts for regular faculty positions and who have not yet been granted tenure by the college.

TEMPORARY FACULTY are non-tenure track faculty.

ADJUNCT FACULTY are those non-tenure track faculty members whose assignments are no more than sixty percent of a full-time load.

EMERITUS FACULTY are those faculty members who, upon retirement, were granted Emeritus status by the Faculty by virtue of their years of service.

ARTICLE I
THE FACULTY OF PALOMAR COLLEGE

SECTION 1
The Officers

Shall consist of a President and Vice President/Secretary. These officers, together with the President, Vice President and Secretary of the Faculty Senate, the past President of the Faculty and the past President of the Senate shall constitute the Faculty Council.

The President

I. Shall attend or Faculty-approved designated representative shall attend all meetings of the Governing Board;

II. Shall call meetings of The Faculty, and preside over them in accordance with the provisions of this constitution and in compliance with the procedures prescribed in Robert's Rules of Order, Revised;

III. Shall ensure that regular meetings of The Faculty are held between 8:00 a.m. to 5:00 p.m., on the first teaching Wednesday of the second month of each semester at a time determined by the Faculty President with a minimum of five days' notice to The Faculty.

IV. Shall call additional meetings when deemed proper or when required by other provisions of this constitution;

V. Shall ensure that the membership is adequately informed as to the time and place of each meeting;

VI. Shall consult with the Faculty Council to establish an agenda and to determine the order of business of each meeting;

VII. Shall bring to each meeting a complete record of the proceedings of the current academic year, a copy of the Constitution, a copy of Robert's Rules of Order, Revised;

VIII. Shall perform such additional duties, not in conflict with any provision of this constitution, as the membership shall direct;

IX. Shall ensure that any motion that is to be a by-law is so labeled.

X. Shall direct the Elections Committee of the Faculty Senate to conduct a mail ballot of the Faculty to fill the Vice President/Secretary position should it fall vacant for whatever reason.

The Vice President/Secretary

I. Shall serve as assistant to the President and fulfill the duties of President when that office shall fall vacant from whatever cause. Should a permanent vacancy occur and if a substantial portion of the term remains, the Faculty Council shall direct the Elections Committee to poll the faculty by mail as described in Section 2, hereafter; to determine if the Vice President/Secretary shall become the active President.

II. Shall maintain a permanent record of the proceedings of each meeting of the Faculty;

III. Shall distribute a copy of the minutes of each meeting to the members of the Faculty;

IV. Shall be assumed to be President-elect, unless denied that function under the provision of Section 2 of this Article;

V. Shall represent The Faculty at such meetings of organizations as the membership may direct;

VI. Shall serve as liaison to the Adjunct Faculty and to the Emeritus Faculty.

SECTION 2
Term of Office

I. The officers shall serve for a term of one year beginning January 1, unless a shorter term ensues as a result of the Vice President/Secretary's succession to the Presidency during a Presidential term.

II. The President shall direct the Elections Committee to poll the faculty by mail during the month of November: "Do you wish the incumbent Vice President/Secretary to occupy the office of President during the ensuing year."

III. If a majority of those voting signifies a negative response, the President shall then proceed to conduct an election of officers in accordance with the provision of this Article.

IV. If a majority of those voting signifies a positive response, the President shall then solicit nominations for the office of Vice President/Secretary and direct the Elections Committee of the Faculty Senate to conduct a mail-in ballot.

SECTION 3
Election of Officers

I. Officers shall be elected by mail-in ballot.

II. Prior to the election, the President shall direct a nominating Committee, consisting of the resident three immediate past Presidents, the most recent of whom shall chair the committee, to prepare a list of candidates for the consideration of the membership.

III. Additional nominations may be made from the Faculty.

IV. All candidates for the Faculty President and in any Faculty Senate position will submit a written statement of intent of approximately twenty-five (25) words to be included with the mail ballot.

SECTION 4
Quorum

I. A quorum for any special meeting of The Faculty shall consist of not less than one-third of the membership

II. For any regular meeting, scheduled and convened in accordance with the provisions of this constitution, those members present constitute a quorum.

SECTION 5
Special Meetings

The Faculty Senate may call a meeting of The Faculty. Officers of The Faculty may call a meeting. Five faculty members may call a meeting by petition to The Faculty President. A meeting may be held any teaching day, at 2:00 p.m., with advance notice of at least ten teaching days.

SECTION 6
Voting

I. A voice vote may be used to decide issues in question before The Faculty.

II. However, any member may call for a show of hands, roll call, secret ballot, or mail ballot on any issue. In case of conflicting requests, the request occurring last in the order shown above will be honored.

III. Proxy votes shall be accepted for those people who have a conflict with teaching schedules at the time of faculty meetings. The signed proxy's statement designating the issues which it covers must be presented to the Vice President/Secretary prior to the Faculty meeting. The Vice President/Secretary will verify whether the proxy meets constitutional requirements.

SECTION 7
Right of Petition

I. Ten percent of The Faculty may, upon the presentation of a signed petition to the Faculty Council, institute proceedings of review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by The Faculty.

II. Such proceedings must be included on the agenda of the next regular meeting, or a special meeting, and shall precede other new business.

III. Action taken by The Faculty under these proceedings shall require a simple majority in matters of review, referendum or initiative, and a two-thirds (2/3) majority in matters of censure or recall.

SECTION 8
Elections and Polls

Elections and polls of The Faculty shall be conducted by the Senate Committee on Elections. The Faculty eligible to vote are the Tenured and Probationary Faculty unless otherwise designated.

SECTION 9
The Granting of Emeritus Status

Emeritus Status will be granted by formal action of The Faculty to members of the faculty retiring from active membership who have served for at least twenty years as members of the faculty at Palomar College.

Emeritus Status may be granted to faculty members with more than fifteen but fewer than twenty years service to Palomar College provided they receive a majority of the votes cast by The Faculty of Palomar College by secret ballot and meet one of the criteria listed below:

I. Served on the Faculty Senate for at least two years.

II. Served for four years on one or more Faculty Senate Committees:

III. Served for six years on any other active (meets at least four times per academic year) college committee.

IV. Served as President of The Faculty.

V. Has demonstrated extraordinary dedication to students and discipline as evidenced by nomination by five Faculty members and a review by an ad hoc committee of The Faculty.

For the purpose of the Emeritus Policy, Sabbatical leaves and other leaves of absence are not counted as a break in service when determining eligibility.

An individual who has been granted Emeritus Status at Palomar College will be honored at the graduation ceremonies following the granting of this status and listed by name as Faculty Emeritus in the College Catalog.

ARTICLE II
THE FACULTY SENATE OF PALOMAR COLLEGE

SECTION 1
Nature and Power

The Faculty of Palomar College, as the parent body, hereby establishes the Senate as the primary legislative and executive arm of The Faculty.

I. Senators shall retain all the rights, duties, privileges, and responsibilities normal to Faculty membership.

II. The Senate shall legislate and act with the full authority of The Faculty, subject to the limitations provided in this document, except with regard to such matters as The Faculty shall reserve particularly for concern of the parent body or some other agency of its creation.

III. Such reservation of powers, except in such matters as are herein provided, shall be made by a majority of those present in a regular Faculty meeting.

IV. Unless otherwise specified by the membership, actions taken at an official meeting of either The Faculty or the Senate shall be deemed to be "approved action" and shall be effective for immediate implementation. All such "approved action" shall be published and distributed to all members of The Faculty within three school days. The official minutes of the meeting in which they are approved shall follow within ten school days.

V. "Approved actions" are actions which have been approved by:
  A. A majority of members present at an official regular or special meeting of either the Senate or The Faculty; or,
  B. A majority of votes cast by members of The Faculty in an official mail ballot.

VI. Members of The Faculty reserve the right to protest any "approved action" of either the Senate or The Faculty. Protest shall be submitted in writing to either the Senate President or the President of The Faculty, whichever is appropriate, and shall bear the signature(s) of the protester(s).

VII. If, within ten teaching days after publication and distribution of any "approved action," protests are received from at least twenty percent of the membership of The Faculty, a special meeting of The Faculty shall be called for the purpose of reviewing said "approved action." The meeting shall be scheduled no later than ten teaching days after receipt of the minimum required number of protests and shall be set for a time and a place convenient to the membership. Two separate notices of the meeting shall be distributed to the membership.

VIII. Following reasonable and adequate discussion of the issue(s), the membership of The Faculty shall have an opportunity to vote either to reaffirm the "approved action" or to rescind it. Voting shall be conducted by mail ballot beginning within five teaching days after the special meeting. Notice of the results shall be published and distributed to the Board and all academic employees within fifteen teaching days after the special meeting.

SECTION 2
Senate Duties

The Faculty Senate:

I. Shall formulate policies on academic and professional matters, including academic standards and practices, personnel, fiscal management, and operational efficiency.

The term "academic and professional matters" means the following eleven matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. Governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review; and
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon between the Governing Board and the Faculty Senate.

II. May also function in an advisory capacity to the President's Advisory Council in such matters.

III. Shall promote the understanding and practice of professional standards and conduct and of democratic policies and procedures.

IV. Shall concern itself especially with the consideration of policies and procedures affecting the status and morale of the Faculty of the College.

V. Shall study problems affecting the welfare of Faculty, such as retirement, leave, insurance and other conditions of employment.

VI. Shall advise the President of the College and/or the Governing Board in the selection of administrative personnel. The Senate shall be responsible for the appointment of all Faculty members to selection committees.

VII. Shall maintain a continuing study of proposed legislation affecting schools and Faculty, and shall keep The Faculty informed regarding such proposed legislation and its progress.

VIII. Shall obtain information and inform The Faculty regarding the records and opinions of candidates for public office where such records and opinions clearly affect the welfare of schools and Faculty.

IX. Shall, through its Committee on Committees, nominate the faculty personnel who serve on all college committees. Unless the committee position requires a ballot of the Faculty, the Senate may confirm the nominees at any regular Senate meeting.

X. May serve the President of the College as an Advisory Council, and may meet with him/her upon request.

SECTION 3
Composition

The Senate shall consist of the immediate past President of The Senate, the immediate past President of The Faculty, the Faculty President and Vice President/Secretary, and the Faculty Co-Chair of the Curriculum Committee plus twenty elective members, including two senators to be elected from Adjunct Faculty. The elective members are subject to the following provisions: That no more than two faculty members shall be elected from a single department of the faculty, excluding adjunct, and that no more than three members devoting less than three-fifths of their regular contract assignment to classroom instruction or providing direct assistance to students shall serve on the Senate at one time. No more than four members shall be probationary Faculty. Terms will be staggered so that not all Senators are new at any one time.

SECTION 4
Eligibility

All Senators shall be faculty members, as defined in the Constitution, or all members of the faculty who would normally qualify except for special temporary assignments.

SECTION 5
Term of Office and Method of Election

I. Elected Senators:
- A.. Shall serve for a term of two years.
- B. Shall be elected the first week of April by mail ballot. Nominations shall be solicited from the faculty. One-half of the Senate positions shall be open for election in any one year.
- C. Shall be eligible for re-election, and normal Senate vacancies shall be filled at the April election.
- D. Shall attend the first regular meeting in May following their election, and shall take office at the subsequent meeting.

II. A permanent vacancy will occur when:
- A. A Senator misses more than three consecutive meetings or a total of five regular meetings in one semester. In the case of newly-elected Senators, absences occurring in May caused by teaching conflict will not be counted under this provision.
- B. A Senator takes a leave (sabbatical or other type of leave). A Senate position shall be vacated the last teaching day before this leave starts.

III. Filling Permanent and Temporary Vacancies
- A. The election procedures defined in Article 1, Section 3, shall apply to the election of Senators.
- B. If a permanent vacancy occurs within the Faculty Senate within one (1) month of a previous election, the next highest vote-getter in the just-concluded election shall be awarded that seat. If the number of candidates is equal to the number of seats available, then no election shall be held,
- C. Permanent vacancies that occur after one month following the April election will be filed by a special election to be held in the last weeks of September and February.
- D. In the event of temporary absence, a Senator may designate in writing any other member of the Senate as proxy, to speak for, and to cast votes. All proxies must be in the hands of the Vice President prior to the roll call at any meeting. Any Senator who expects to be unavailable during the summer shall appoint a proxy and so notify the Vice President in writing.

III. Senator Duties
- A. To attend Senate meetings regularly;
- B. To actively and regularly inform the faculty members of their networks of issues and action of the Senate.

C. To keep themselves informed about state and local policies relating to the welfare of the College.

D. Senator shall serve on at least one academic or governance committee.

IV. Adjunct Faculty
Between 1 March and 15 March, the Senate Elections Committee shall send out nominating forms to all faculty members, excluding emeritus faculty for the two Senate adjunct faculty positions on the Faculty Senate. Between 15 April and 1 May, the Senate Elections Committee shall send ballots only to adjunct faculty to elect the two adjunct faculty. The ballots shall include a twenty-five words or less description of each candidate's qualifications.

SECTION 6

Officers

I. The Senate shall elect its own President, Vice President and Secretary as the first item of business on the day that newly-elected Senators are seated on the Senate, or at any time when a permanent vacancy shall occur in any office.

II. Nominations for each position shall be solicited from the floor. Current officers may be nominated for a second term.

III. It would not ordinarily be recommended that officers of The Faculty serve as officers of the Senate.

IV. Newly-elected officers (President, Vice President and Secretary) shall take office immediately following their election.

President

I. Shall serve a two-year term.

II. Shall function as Faculty Senate liaison with the Administration and the Governing Board in relation to school policy

III. Shall serve or Senate-approved designated representative shall serve as the representative of the Senate to the President's Advisory Council, and shall attend all meetings of the Governing Board.

IV. Shall, with the approval of the Senate, together with the Superintendent/President, in accordance with the Academic Standards and Practices Policy identify Academic and professional matters, designate the appropriate committee or task force, and establish the membership of that committee or task force.

V. Shall further preside at all regular and special meetings of the Senate and meetings of the Faculty Council, and shall verify that a quorum is present at all meetings.

VI. Shall ensure that all meetings are conducted in accordance with rules formulated by the Senate except that no Senate rules shall violate any provision of this Constitution or Robert's Rules of Order, Revised, nor shall any revision in the Senate rule take effect until the meeting following its approval.

VII. Shall, upon request of the Superintendent/President of the College, convene the Senate, which will then determine whether or not it wishes to serve as an Advisory Council to the Superintendent/President. Such convocation shall not be considered as a meeting of the Senate as such and the Senate rules of procedure shall be superseded by whatever operating procedure shall be agreed on by the Faculty Council and the Superintendent/ President of the College.

VIII. Shall ensure that any motion that is to be a by-law is so labeled.

IX. Shall maintain a notebook of policies and practices to be handed on to the succeeding President.

X. Shall appoint the Chair and members of the Committee on Committees.

XI. Shall be provided 60 percent reassigned time as compensation for services.

Vice President

I. Shall serve as Assistant to the President and fulfill the duties of the President when that office shall fall vacant for whatever cause.

II. Shall serve as liaison to the Administrative Association, the CCE/AFT, and the ASG.

Secretary

I. Shall see that a permanent record of the proceedings of minutes is maintained.

II. Shall provide for distribution of the minutes to members of The Faculty.

III. Shall conduct correspondence as directed by the President.

IV. Shall bring to each meeting a complete record of the proceedings of the current academic year, a copy of the Constitution, a copy of Robert's Rules of Order, Revised, and a copy of the Senate By-Laws.

V. Shall keep a record of the term of office of each Senator and when it expires.
VI. Shall keep a separate up-to-date list of all by-laws.

SECTION 7

I. Meetings

The Senate shall meet at least twice a month during the academic year, and at such special times as may be called by the Faculty Council, or by written request of twenty-five percent of the Senate membership or of ten percent of the members of The Faculty. Members of The Faculty may attend meetings of the Senate but may speak only with the consent of the President or a majority of the Senate. The Senate may enter executive session in keeping with the procedure established in the by-laws, and non-Senators shall not be permitted in attendance at executive sessions unless specifically invited by the Senate.

General meetings of the Senate are open to all members of the Palomar faculty and staff. There will be a limit of one class period for each Senate meeting. No vote or motion will be accepted after 2:50 p.m. unless a motion is passed to extend the time limit.

A. The Senate shall hold adjourned meetings at the discretion of the Senate President.
B. During the summer, a quorum of the Senate will consist of one more than one-half of those Senators available; determination of this number will be by the Senate President prior to commencement.
C. Meetings of the Senate during the summer may be called at the discretion of the Senate President or by petition of a majority of available Senators.
D. When the Senate is discussing a matter to which a member of the Senate is a party, the Senate may require said member to remain absent during the duration of the discussion.
E. Agenda
Agenda items should be submitted to the Senate Secretary by the Wednesday prior to each Senate meeting.
The Senate President will be responsible for the agenda.
Discussion in Senate meetings shall be limited to items on the agenda. Any exceptions shall require concurrence of the Senate.
F. Proposals
A simple majority of those present at any meeting having a quorum will be accepted for passing proposals.
Proposals shall be presented for information at a first meeting, to be acted upon at a second meeting.
The above rule shall be subject to no exception whatever, unless the matter be presented as an emergency item and identified as such; in which event the motion may prevail on the first reading, providing that there be a two-thirds affirmative vote of those present.
G. Executive Session
Any Senator, any member of an involved committee, or party to a personnel question may request an Executive Session. The Senate shall go into Executive Session unless such a session is opposed by a majority of those present. Executive Sessions are subject to requirements imposed by the Brown Act.
H. Minutes
The minutes will come to the Senate for approval prior to distribution to the faculty at large.

II. Committees

The Senate shall establish those standing and/or special committees that are necessary for the efficient conduct of its business.

Membership on committees shall include both Senate and non-Senate faculty members. All Senate committee chairs must be Senators.

The Committee on Committees shall choose a chairperson for all permanent committees and assist in selecting the other members of the committees.

Faculty membership on all college committees shall be confirmed by the Senate.

Committee reports may be requested at the discretion of the Senate President.

When any committee report is being considered by the Senate, non-Senate members of the committee may be invited to be present during said discussion.

The Senate shall also have the power to dissolve a committee when it is believed that a committee is no longer needed.

SECTION 8
Quorum

A quorum consists of one more than one-half of the membership.

SECTION 9
Opinion Polling

I. Whenever, in the course of its business, the Senate shall decide that a reasonable doubt exists as to the wishes of the Faculty, it may direct its Committee on Elections to conduct a poll of the Faculty. Unless otherwise designated, those eligible to vote will be Tenured and Probationary Faculty.

II. Further, a poll of the Faculty shall be taken on any subject, regardless of whether said subject has been considered by the Senate in the course of its deliberations, when requested by an appropriate petition signed by ten percent of the faculty and submitted to the President of the Senate.

ARTICLE III
FACULTY COUNCIL

A. The Faculty Council consists of The Faculty President, The Faculty Vice President/Secretary, the past President of The Faculty, the Faculty Senate President, the Faculty Senate Vice President, the Faculty Senate Secretary, and the past President of the Senate.

B. The Faculty Council shall have weekly meetings during the academic year at a time determined by the Council and shall meet with Senate and Governance Committees as it sees fit or as directed by the Senate or the governance structure.

C. The Faculty Council or its representatives shall represent The Faculty for/at the following:
   1. Planning for the Fall Semester of Faculty Orientation.
   2. Planning for the presentation and selection of Faculty and Faculty Senate Awards.
   3. Planning for any Faculty dinner or other Faculty social events.
   4. Meetings with the college administration when compelling issues arise and the Senate cannot be assembled in a timely manner as determined by the Senate President.

D. If a vacancy occurs on the Faculty Council, the Council will take immediate action to elect a replacement. If a vacancy exists among officers directly elected by The Faculty, a ballot will be sent to The Faculty for direct election of a replacement. If a vacancy exists among officers elected by the Faculty Senate, the Faculty Senate will elect a replacement.

ARTICLE IV
AMENDING PROCESS

The provisions of this Constitution may be amended by a two-thirds vote of The Faculty at any regular meeting or at any previously scheduled meeting of which the membership has been duly apprised, provided that the amendment proposal has been submitted at a previous meeting of the membership.

ARTICLE V
CONSTITUTIONAL REVIEW

The Faculty President will appoint a Committee on Constitutional Review, consisting of three members, who shall have been members of The Faculty for not less than one academic year. The committee shall conduct, with the advice of the membership, a continuing examination of this Constitution and report from time to time any recommendation for the improvement of the document.

FACULTY SENATE COMMITTEES

I. Academic Standards and Practices Committee

This committee is concerned with all aspects of academic standards and practices and related issues assigned to the committee by the Senate.

The purpose of this committee is to annually review academic standards and practices in relation to scholarship, standards for probation, retention, disqualification, reinstatement and academic freedom, and recommend changes in existing policies and standards to the Senate.

II. Committee on Committees

The Committee on Committees shall be composed of five Senators, appointed by the Senate President with the approval of the Senate and shall nominate faculty members of all college committees with the approval of the Senate.

III. Elections Committee

The Senate Elections Committee will poll faculty when directed by either the Senate or The Faculty. The Senate Elections Committee shall also conduct all elections of Faculty officers or Senate members as well as members of other elected committees (such as TERB).

IV. Personnel Standards and Practices Committee

This committee is concerned with all aspects of personnel standards and practices as these affect academic faculty, and with related issues assigned to it by the Senate. It has the duty of recommending to the Faculty Senate one or more individuals for administrative positions when vacancies occur or when new positions are created, in accordance with the selection procedure to be found in the Faculty Manual and in the Board Policy Manual.

This committee reviews personnel structure annually. The review includes (1) recommendations for renewal or revision of the President's contract; and (2) recommendations regarding changes in academic faculty positions or contracts, or changes in classification(s) and/or assignments. This committee will conduct annual evaluations by the Faculty of the following positions: Superintendent/President, Vice President of Instruction, Vice President of Student Services, Vice President of Finance and Administrative Services, and all Deans.

V. Faculty Senate Sabbatical Leave Committee

This committee acts as a liaison between the Senate and the administrative Sabbatical Leave and Salary Schedule Credit Committee in evaluating professional growth matters.

VI. Professional Procedures Committee

This committee is concerned with, and will make recommendations to the Senate regarding the following areas:

A. Organization of Departments.
B. Responsibilities of Faculty Directors.
C. Due process policy operations and procedures.
D. Policies regarding utilization of college facilities and equipment.
E. Other professional procedures issues as assigned by the Senate.

VII. Salary and Benefits Committee

It is this committee's concern to evaluate the Faculty Salary Schedule and fringe benefit program and offer proposals to maintain a competitive position. These proposals are submitted to the Senate, Faculty, Administration, and Board.

VIII. Adjunct Faculty Committee

This committee facilitates communication between contract certificated instructors and hourly certificated instructors. The committee will examine and make recommendations regarding issues that relate to hourly instruction. The committee will be composed of three Probationary or Tenured Faculty and two Adjunct Faculty.

IX. Equivalency Committee
It is the responsibility of the Equivalency Committee to review equivalencies to minimum qualifications for both contract and adjunct faculty and to make recommendations to the Governing Board. The Equivalency committee is composed of five faculty members, one from each of the Instructional Divisions. Representatives will be appointed by the Senate and will serve for a term of two years. Representatives may be reelected. It is the intent that terms be staggered so that not all committee members are new at any one time.

X. Faculty Service Area Review Committee
The FSA Review Committee is composed of an administrator with FSA responsibility and from five to seven Probationary or Tenured Faculty members appointed by the Senate. This committee reviews applications for additional faculty service areas and issues of competence for reassignment purposes.

CHAIRPERSONS/EDUCATIONAL DIRECTORS

American Indian Studies Department	Chairperson
Art Department	Chairperson
Art Gallery	Director
Athletics Program	Director
Behavioral Sciences Department	Chairperson
Business Education Department	Chairperson
Career Center	Director
Chemistry Department	Chairperson
Child Development Department	Chairperson
Child Development Instruction and Services Center	Director
Communications Department	Chairperson
Computer Science & Information Systems Department	Chairperson
Cooperative Education Department	Chairperson
Counseling, Guidance, and Career Development Department	Chairperson
Dental Assisting Program	Director
Disabled Student Programs and Services	Director
Earth Sciences Department	Chairperson
Economics, History, and Political Science Department	Chairperson
Education Center/Camp Pendleton	Manager/Counselor
Emergency Medical Education Department	Director
English Department	Chairperson
English as a Second Language Department	Chairperson
Enrollment Services	Director
Extended Education/Escondido Center	Director
Extended Opportunity Programs and Services	Director
Family and Consumer Sciences Department	Chairperson
Financial Aid and Scholarships	Director
Foreign Languages Department	Chairperson
Forensics Program	Director
Graphic Communications Department	Chairperson
Graphic Communications Operations	Director
Health Services	Director
Library Technology Program	Chairperson
Library/Media Center and Educational Television	Director
Life Sciences Department	Chairperson
Mathematics Department	Chairperson
Matriculation	Director
Multicultural Studies Department	Director
Nursing Education Department	Chairperson
Performing Arts Department	Chairperson
Planetarium	Director
Physical Education Department	Chairperson
Physics and Engineering Department	Chairperson
Reading Services	Director
Regional Occupational Programs	Director

Speech Communication/Forensics/ASL Department	Chairperson
Student Activities	Director
Theatre Technical	Director
Trades and Industry Department	Chairperson
Vocational Programs	Director

ASSIGNED TIME POSITIONS FOR 1999-2000

TITLE	Weekly Assigned Time
Director	
Art Gallery	66%
Dental Assisting Program	20%
Emergency Medical Education	40%
Graphic Communications Operations	20%
Multicultural Studies Department	20%
Planetarium	50%
Reading Services	20%
Theatre Technical Director	20%
Department Chairperson	
American Indian Studies Department	20%
Art Department	60%
Behavioral Sciences Department (40% for Chair/20% for Coordination of Archaeology)	60%
Business Education Department	60%
Chemistry Department	20%
Child Development Department	20%
Communications Department	40%
Cooperative Education Department	20%
Computer Science and Information Systems Dept.	40%
Counseling, Guidance and Career Development	20%
Earth Sciences Department	40%
Economics, History, and Political Science Department	40%
English Department	60%
English as a Second Language Department	60%
Family and Consumer Sciences Department	20%
Foreign Languages Department	60%
Graphic Communications	20%
Life Sciences Department	60%
Mathematics Department	60%
Nursing Education Department	60%
Performing Arts Department	60%
Physical Education	60%
Physics and Engineering Department	20%
Speech Communication/Forensics/ASL Department	60%
Trades and Industry Department	60%
Other Assigned Time	
Academic Technology Resources Coordinator	60%
Curriculum Committee Co-Chair	20%
English 10/50 Coordinator	13.3%
The Faculty President	20%
Faculty Senate President	60%
Faculty Senate Vice President	20%
Faculty Senate Secretary	20%
Faculty Senate Past President	20%
Professional Development Coordinator	80%

Tenure and Evaluations Review Coordinator	80%

Coaching Positions with Stipends

Baseball, Head
Baseball, Assistant
Basketball (Men)
Basketball (Women)
Football, Head
Football, Assistants
Golf
Softball, Head
Softball, Assistant
Soccer (Men)
Soccer (Women)
Swimming (Men)
Swimming (Women)
Tennis (Women)
Tennis (Men)
Volleyball (Men)
Volleyball (Women)
Wrestling

Other Positions with Stipends

Forensics

FACULTY BENEFITS

The following information is a guide of the benefits available to fringe-benefits-eligible faculty of the Palomar Community College District.

NOTE: If there is a conflict between the information provided in this handbook and State or Federal laws or regulations, Governing Board policy, or contract agreements with any benefit plan, law, regulation, official policy and contract provisions will prevail.

Human Resource Services maintains a supply of all necessary claim forms and will assist you with any specific questions or problems you may have regarding benefits. Please call us at (760) 744-1150, extension 2889 with questions regarding your benefits.

DISTRICT-PAID HEALTH INSURANCE BENEFITS

All eligible employees of Palomar Community College District have the option to choose coverage in one of the District-paid health insurance organizations. New employees must enroll immediately. All employees have the opportunity to change plans during an annual open enrollment period.

Currently, the two plans offered are the San Diego County Schools Fringe Benefits Consortium Managed Care Plan and the Kaiser Permanente Health Maintenance Organization (HMO). The basic benefits of each plan are described in this booklet. This is only a brief outline and is not to be accepted or construed as a substitute of the master policies.

If the monthly premiums of the Kaiser Permanente HMO exceed the premium of the San Diego County Schools Fringe Benefits Consortium Managed Care Plan, it is the responsibility of each employee enrolled in the Kaiser Permanente HMO Plan to pay the difference.

TYPE OF BENEFIT:
Health Insurance - Managed Care Plan Group #JPAK52

NAME OF COMPANY:
San Diego County Schools Fringe Benefits Consortium
6401 Linda Vista Road, #405
San Diego, CA 92111-7399
Telephone: (888) 233-7915 or (619) 292-3542

BASIC BENEFITS:
This self-funded health plan covers employee, spouse and all eligible dependents.

ANNUAL DEDUCTIBLE
Each covered person is responsible for a specified amount of out-of-pocket expenses before benefits are payable during a calendar year. This is called the "deductible." There is a $100 deductible each calendar year for major medical expense coverage. No more than two separate deductibles per family are required during a calendar year.

After the deductible is met, benefits are paid at 90% of a negotiated rate if service is provided by a hospital or doctor participating in the plan or at 70% of customary and reasonable charges if a non-participating hospital or doctor provides service. When claims paid by Fringe Benefits Consortium Managed Care Plan reach $5,000 during a calendar year, additional covered expenses are paid at 100% of reasonable charges or contracted rates for the balance of the calendar year.

COORDINATION OF BENEFITS
Benefits of the plan are coordinated with those provided for the member by any other group hospital or medical benefit or service plan, so that combined payments under all such programs will be provided up to, but not to exceed, 100% of charges for covered services and supplies.

PLAN EXCLUSIONS/LIMITATIONS
See Plan Summary.

WHO IS ELIGIBLE
All active subscribers, their spouses, and their dependent children from birth to age 19 are eligible.

If a child reaches age 19, maintains full-time student status, and continues to be unmarried and dependent upon his/her parents for at least half of his/her support, s/he may be included under the parent's contract to age 25. Coverage for a child born under this program begins at birth; however, application to add each new dependent must be received within 31 days of the birth. If a dependent child reaches the maximum age limitation of the contract and is incapable of self-support because of mental retardation or physical handicap, his/her eligibility for benefits will continue regardless of his/her age, while s/he remains in such status. Evidence of disability or full-time-student status will be required by the District-paid health insurance organization.

A subscriber or family member who does not enroll when first eligible or a new spouse whom does not enroll within 31 days of marriage, must wait for the next open enrollment period.

Contact Human Resource Services with questions concerning insurance eligibility for other dependents.

HOW TO USE YOUR BENEFITS
At a contracting hospital - Present the San Diego County Schools Fringe Benefits Consortium Managed Care Identification Card when entering the hospital. It is not necessary to fill out claim forms or report any hospital charges to the Fringe Benefits Consortium. The hospital will send the Fringe Benefits Consortium a complete report for payment of eligible expenses. Pre-admission review must be obtained before being admitted to a participating hospital or $300 deductible will be charged. This is waived for emergency admissions.

Pre-authorization Review Requirement
Pre-authorization, in advance of service, is required for non-emergency surgery at a hospital and Home Health Care Services. Failure to secure pre-authorization will result in an additional $300 deductible. Secure pre-authorization at 1-800-345-8643.

Participating physicians should initiate this process for you. However, **it is your responsibility** to make sure the pre-authorization is completed. If the procedure is due to an urgent or emergency condition, you or the hospital must contact the number listed above within 48 hours for authorization.

Non-participating physicians may not be aware of your pre-authorization requirement. Therefore, you must remind your physician of the need to obtain pre-authorization before the services are scheduled.

Doctor care - Present the San Diego County Schools Fringe Benefits Consortium Managed Care Identification Card to your doctor. The doctor will bill the Fringe Benefits Consortium for all services payable under the plan whether provided at the office, at home, or in the hospital. If the doctor charges for this billing service, the Fringe Benefits Consortium does not reimburse the charge.

It is preferred that all health care providers bill the Fringe Benefits Consortium directly. If for some reason they do not, obtain a Patient Claim Form from Human Resource Services.

VISTA BEHAVIORAL HEALTH PLAN

This benefit is available to subscribers and their dependents enrolled in the Fringe Benefits Consortium Managed Care Plan. Benefits for mental health treatment and substance abuse are provided by VISTA Behavioral Health Plans. To receive authorization for services or inquire about benefits, call **1-800-468-5667** and press **1** for "**member**."

All VISTA services **are confidential** to protect your right to privacy. In no case is the District informed of your utilization of VISTA services. Refer to your VISTA Member Handbook for the complete schedule of benefits available to you through VISTA.

PRESCRIPTION DRUG BENEFITS

Provided by EXPRESS SCRIPTS.
Telephone: 1-800-235-4357.

This benefit is available to subscribers and their dependents enrolled in the Fringe Benefits Consortium Managed Care Plan. The outpatient drug program provides benefits for medicines* (See Plan Exclusions/Limitations) that require a prescription by law, when prescribed by a licensed physician. For each prescription or refill, you pay a co-payment of either $5 (generic drugs) or $10 (brand name drugs) at a participating pharmacy. If available, the generic drug is required unless your doctor indicates that you **must** have a brand name.

A 90-day supply of maintenance prescriptions is available through Express Scripts Mail Service Pharmacy with a $5 co-pay for each prescription.

PLAN EXCLUSIONS/LIMITATIONS

*See Plan Summary.

LABORATORY TESTING BENEFITS

Provided by LabOne
Telephone: 1-800-646-7788
www.labone.com

This benefit is available to subscribers and their dependents enrolled in the Fringe Benefits Consortium Managed Care Plan. The LabOne program provides you and your covered family members with outpatient laboratory services at no cost to you. LabOne is simply an optional benefit for obtaining outpatient laboratory testing.
To take advantage of this benefit, your or your covered dependent's specimens must be sent to LabOne for processing. The specimens can be collected at the physician's office and picked up by a LabOne courier, or your physician can send you to a LabOne approved service center for specimen collection. A list of the approved collection centers is available by calling (800) 646-7788 or from your Human Resource Services office.

TYPE OF BENEFIT:

Health Maintenance Organization

Group #104317-00

NAME OF COMPANY:

Kaiser Permanente
California Service Center
P.O. Box 23250
San Diego, CA 92193-3250
Telephone: 1-800-464-4000
www.KaiserPermanenteCA.org

BASIC BENEFITS:

In San Diego County there are eighteen facilities for receiving care and one Kaiser hospital. The Kaiser facility in Escondido is located at 732 North Broadway Street; in Carlsbad at 6860 Avenida Encinas; in Rancho Bernardo at 11939 Rancho Bernardo Road; and in Vista at 780 Shadowridge Drive. Care is provided at the Kaiser Permanente medical offices and hospitals that are listed in the Kaiser brochure. All Kaiser Health Plan members may use any of the listed medical offices and hospitals, and may also use Kaiser Health Plan facilities in other parts of the country if in need of medical care while temporarily away from home. Emergency services are available 24 hours a day, 7 days a week at each of the Kaiser Foundation hospitals in Southern California. As a supplement to the emergency services provided in plan facilities, the out-of-plan emergency benefits provide worldwide protection.

Consult the Kaiser Permanente Health Plan booklet provided at the time of enrollment for the summary of benefits available.

Described services are covered benefits only if they are provided, prescribed, or directed by a Southern California Permanente Medical Group physician. Kaiser Permanente does not reimburse members for services secured from non-plan physicians, hospitals or other facilities except as specified under out-of-plan Emergency Care or as otherwise specifically provided in the group policy. The **Service Area** is that area lying within a radius of 30 miles of any Kaiser Permanente hospital. Contact Human Resource Services for a list of Service Areas.

WHO IS ELIGIBLE

All enrollees must live within the Service Area at the time of enrollment. If an employee moves out of the Southern California Service Area to an area not served by Kaiser Permanente, coverage will continue, but will be limited to those benefits set forth in the out-of-plan Emergency Care and Kaiser Care Outside of the Southern California Service Area provisions.

If a child reaches age 19, maintains full-time student status, and continues to be unmarried and dependent upon his/her parents for at least half of his/her support, s/he may be included under the parent's contract to age 25. Coverage for a child born under this program begins at birth; however, application to add each new dependent must be received within 31 days of the birth. If a dependent child reaches the maximum age limitation of the contract and is incapable of self-support because of mental retardation or physical handicap, his/her eligibility for benefits will continue regardless of his/her age, while s/he remains in such status. The Kaiser Permanente will require evidence of disability or full-time-student status. Contact the Membership Service Department to apply for a continuation.

A subscriber or family member who does not enroll when first eligible or a new spouse who does not enroll within 31 days of marriage, must wait for the next open enrollment period.

Contact Human Resource Services with questions concerning insurance eligibility of other dependents.

PLAN EXCLUSIONS/LIMITATIONS

See Plan Summary.

TYPE OF BENEFIT:

Dental Insurance Group #JPA889

(For benefits-eligible employees hired January 1, 1996 or later and employees hired prior to that date who have opted for this coverage)*

NAME OF COMPANY:

Community Dental Network (CDN)
San Diego County Schools
Fringe Benefits Consortium
6401 Linda Vista Road #405
San Diego, CA 92111-7399
Telephone: (888) 233-7915 or (619) 292-3542

*Employees in the Delta plan may opt to change to the CDN plan. However, once the change is made, it is irrevocable.

BASIC BENEFITS:

You and your dependents are eligible for this Dental care program. The dental plan pays 90% of the CDN Dentists' fees for covered Basic Benefits rendered to an eligible patient. There is a $1,500 maximum limit per person per calendar year and a separate $1,000 lifetime maximum for orthodontia.

Consult the CDN Dental Plan brochure provided at the time of enrollment for a summary of benefits covered.

PLAN EXCLUSIONS/LIMITATIONS

See Plan Summary.

HOW TO USE YOUR DENTAL PROGRAM

A directory of dentists who are members of the CDN Dental Plan is available in Human Resource Services. Most dentists in California are familiar with CDN Dental Care Programs and have the necessary Treatment Planning Forms.

For information or for help in processing a claim, please call (888) 233-7915 or (619) 292-3542.

TYPE OF BENEFIT:

Dental Insurance Group #7028-2901

(For benefits-eligible employees hired prior to January 1, 1996)

NAME OF COMPANY:

Delta Dental Plan of California
P.O. Box 7736
San Francisco, CA 94120
Telephone: (888) 335-8227
www.deltadentalca.org

BASIC BENEFITS:

You and your dependents are eligible for this dental care program if you were a benefits-eligible employee hired before January 1, 1996 and if you have not opted for the CDN plan. The plan pays 70% of the Delta dentists' fees for the covered Basic Benefits rendered to an eligible patient during the first calendar year of eligibility. The percentage that the plan will pay increases to 80%, 90% and 100% during the second, third, and subsequent calendar years, respectively, if the Basic Benefits have been utilized during the preceding calendar year and if the recommended treatment plan of the attending dentist has been followed. Covered Prosthodontic benefits are paid at 50%. There is a $1,500 maximum limit per person per calendar year.

Consult the Delta Dental Plan booklet provided at the time of enrollment for the summary of benefits covered.

PLAN EXCLUSIONS/LIMITATIONS

See Plan Summary.

HOW TO USE YOUR DENTAL PROGRAM

A directory of dentists who are members of the Delta Dental Plan is available in Human Resource Services. Most dentists in California are familiar with Delta Dental Care Programs and have the necessary Treatment Planning Forms. If necessary, contact Human Resource Services for forms.

For information or for help in processing a claim, please call (888) 335-8227.

TYPE OF BENEFIT:

Vision Insurance Group #0106915

NAME OF COMPANY:

Vision Service Plan
P. O. Box 997100
Sacramento, CA 95899-7100
Telephone: 1-800-877-7195
www.vsp.com

BASIC BENEFITS:

This vision care plan features a panel of over 22,000 doctors to provide professional vision care for subscribers.

1. **Vision Examination**: A complete analysis of the eyes and related structures to determine the presence of vision problems or other abnormalities.
2. **Lenses**: The VSP panel doctor will prescribe the proper lenses, if needed. The doctor also verifies the accuracy of the finished lenses.
3. **Frames**: The plan offers a wide selection of frames. However, if you select frames which cost more than the amount allowed by the plan, there will be an additional charge for which you will be responsible.
4. **Contact Lenses**: Elective contact lenses, when chosen by patients, will have an allowance made toward their cost by VSP. Necessary contact lenses are furnished under the plan when the VSP panel doctor secures prior approval for the following conditions: A) Following cataract surgery, B) To correct extreme visual acuity problems that cannot be corrected with spectacle lenses, C) Certain conditions of anisometropia, D) Certain conditions of keratoconus. When VSP panel doctors receive approval for such cases, they are fully covered by VSP.

SCHEDULE OF BENEFITS

The VSP Plan provides a dual choice to the patient. If the patient elects to receive vision care service from one of the VSP panel doctors, the following covered services are provided.

Vision Exam: Every 12 months*
Lenses: Every 12 months*
Frames: Every 12 months*

*from your last date of service

The VSP plan also offers a 20% discount to a VSP member doctor's usual and customary fees for additional pairs of prescription glasses and a 15% discount on contact lenses. The prescription glasses and contact lenses must be purchased within 12 months from the patient's last covered VSP member provided eye examination. Discounts are available from the VSP member doctor only. If services are obtained outside the VSP network, these additional discounts are not available.

REIMBURSEMENT SCHEDULE - NON PANEL DOCTORS

If you do not wish to secure services from a VSP panel doctor, you may secure services from any licensed optometrist, ophthalmologist, and/or dispensing optician. You must pay the provider in full and submit an itemized receipt with your benefit form (issued by VSP) to VSP. You will be reimbursed in accordance with the benefit's provisions and limitations.

PLAN EXCLUSIONS/LIMITATIONS

See Plan Summary.

WHO IS ELIGIBLE

Dependents include spouse and unmarried dependent children from birth to age 25. Dependent children may be continued on the plan beyond age 25 if incapable of supporting themselves due to mental retardation or physical handicap. Children include stepchildren, adopted and foster children of the employee. Dependents become eligible on the date subscriber becomes eligible.

HOW TO USE THIS PLAN

1. Before services are obtained from either a panel or non-panel doctor, you must obtain from Human Resource Services the VSP brochure, which explains your benefits and how to obtain vision care services. If you need to locate a participating VSP doctor, call VSP at 1-800-877-7195, use the VSP Web site, or contact your Human Resource Services office.
2. Select the doctor of your choice from the list and make an appointment for an examination. Make sure you identify yourself as a VSP member.
3. The VSP provider will contact VSP to verify your eligibility and plan coverage. The VSP provider will also obtain authorization for services and materials.
4. Selecting a doctor from the VSP list assures direct payment to the doctor and a guarantee of quality and cost control.
5. If you seek the services from a non-participating provider, you will be responsible for paying the provider in full, and submitting itemized receipts to VSP for reimbursement. You will be reimbursed in accordance with a reimbursement schedule. There is no assurance that the schedule will be sufficient to pay for the services or materials rendered. Reimbursement benefits are not assignable. Claims must be submitted **within six months** of date of service. See Plan Summary for additional information.

Benefits cease at the end of the month in which the employee resigns or retires.

TYPE OF BENEFIT:

Long-Term Care Insurance Policy #105200

NAME OF COMPANY:

UNUM
UNUM Life Insurance Company of America
2211 Congress Street
Portland, ME 04122
Telephone: 1-800-227-4165, extension 55167

BASIC BENEFITS:

This Long Term Care Insurance pays benefits based on your ability to function independently. Eligibility to receive a monthly benefit, while insured, is the loss of two (2) or more daily living activities or suffer cognitive impairment and are under the care of a physician. Obtain a Schedule of Benefits booklet from Human Resource Services for explanation of benefits and exclusions. The District-paid base coverage includes:

Monthly Maximum – Facility	$ 1,000
Monthly Maximum - Assisted Living Facility	$ 600
Lifetime Maximum	$24,000

ELIGIBILITY:

District-paid benefit is provided to the employee only. Benefits may be purchased for family members (i.e. legal spouse, parents, grandparents, legal spouse's parents, and grandparents), subject to provider approval. Benefits-eligible employees are also eligible to buy additional coverage at their own expense.

Coverage will end on the earliest of:

- the date the Summary of Benefits under the policy ends,
- the date you no longer are in an eligible class,
- the date your class no longer is included for insurance,
- the end of the period for which premiums were last remitted to UNUM for coverage,
- the date you no longer are an active benefits-eligible employee, or
- the date you retire.

Once Long-Term Care coverage ends, you have the option to convert the coverage to an individual plan where you are responsible for the premium.

PLAN EXCLUSIONS/LIMITATIONS

See Plan Summary.

TYPE OF BENEFIT:
Life Insurance Policy Policy #G.84483

NAME OF COMPANY:
Canada Life
P.O. Box 105025
Atlanta, GA 30348-5025
Telephone: 1-800-554-4026

BASIC BENEFITS:
All benefits-eligible employees receive an $80,000 life insurance policy as well as Accidental Death and Dismemberment insurance in the amount of $80,000.

The employee shall become insured following 30 days of continuous employment from the first day s/he is actively at work. If employee is not actively at work on the date s/he would otherwise become insured, employee is not insured until the date on which s/he returns to work.

Benefits cease at the end of the month in which the employee resigns or retires.

PLAN EXCLUSIONS/LIMITATIONS
See Plan Summary.

TYPE OF BENEFIT:
Long-Term Disability Insurance Policy #LK-7955

NAME OF COMPANY:
CIGNA Group Insurance
Highpoint Center #1
12225 Greenville Avenue, Suite 655
Dallas, TX 75243
Telephone: 1-800-352-0611, extension 8772

BASIC BENEFITS:
This plan provides you with income should you become totally disabled.

ELIGIBILITY:
An employee is eligible for insurance under this policy on the date all of the following conditions are met:
(A) Employee is a fringe-benefits-eligible faculty member of the Palomar Community College District.
(B) Compensation by the employer is for services rendered in the normal course of the District's business.
(C) The waiting period is completed (benefits start on the 91st day of disability).
(D) Employee is actively at work prior to disability.
(E) Employee is a resident of the United States.
(F) Employee is under regular care of a licensed physician.

If totally disabled by an accident or illness, an employee will receive 66 2/3% of his/her current monthly salary subject to a maximum monthly benefit of $7,500. Additionally, the monthly benefit will be coordinated with other group and statutory benefits until employee is age 65, or until employee is released from doctor's care, or until benefit duration period is reached; whichever occurs first.

BENEFIT DURATION PERIOD
If an employee has at least 5 years of credited California service and is enrolled under STRS Disability Option A, benefits may be paid for up to 12 months. Benefits may be continued if an employee continues to be disabled after 12 months in pay status for those employees who:
1) Have less than 5 years of credited California service with STRS or PERS
2) Are enrolled in STRS Disability Option B, or
3) Are PERS members with more than 5 years of credited California service.

Extended benefits will end upon release from doctor's care or at age 65 (if disability commences prior to age 60), whichever occurs first.

COORDINATION OF BENEFITS

The Monthly Income Benefit will be reduced by any benefits payable by the following sources: Workers' Compensation or similar law or act; Social Security or Railroad Retirement Act; any disability or total and permanent disability benefit provision of any group, pension or franchise insurance plan; any salary or other compensation received for other work; any disability benefit resulting from a disability occurring while on military reserve duty; any other compensation received from the Palomar Community College District; any disability benefits paid or payable under the California State Teachers' Retirement System (STRS) for academic employees who are covered under Plan B; any federal, municipal, or any other-state government disability or retirement plan or law; or any disability or retirement income payable from any other source. Notwithstanding the reductions stated above, the Monthly Income Benefit shall not be reduced by any disability benefits paid or payable under STRS for academic employees who are covered under Option A through age 59, or as a result of Coordination of Benefits, to an amount less than $50.

Maximum Period --Any Occupation

Accident and sickness: Benefit period varies according to age at time of disability. See Plan Summary.

SOCIAL SECURITY

TYPE OF BENEFIT:

Retirement

ELIGIBILITY: Part-time (adjunct) instructors, or contract faculty with overload assignments (including summer).

COST: The OASDI (Old Age Survivor Disability Insurance) percentage for both the employee and the District is 6.20%; the Medicare percentage is 1.45% for both the employee and the District.

PURPOSE:

Social Security pays benefits when an employee retires (age 62 or over), becomes disabled, or dies. It also pays Medicare benefits. **Contact your local Social Security Office for eligibility requirements.**

STATE TEACHERS' RETIREMENT SYSTEM

San Diego Office:	Sacramento Office:	
6401 Linda Vista Rd.	P.O. Box 15275	
San Diego, CA 92111-7399	Sacramento, CA 95851-0275	
(619) 292-3565	1-800-228-5453 TDD: (916) 387-3541	www.strs.ca.gov/

TYPE OF BENEFIT:

Retirement

ELIGIBILITY:

All academic employees must join. Exception: If an employee is already participating in the Public Employees' Retirement System (PERS), he/she may choose to stay enrolled in PERS by completing a Retirement System Election Form within 60 days of employment.

COST:

Employee contributes through payroll deduction, 8% of gross salary. The District also contributes.

PURPOSE:

To provide retirement income, disability income, and survivors' benefits. **FOR MORE INFORMATION, CONTACT HUMAN RESOURCE SERVICES**.

WORKERS' COMPENSATION

ADMINISTERED BY:

Hazelrigg Risk Management Services, Inc.
5030 Camino De La Siesta, Suite 404
San Diego, CA 92108

ELIGIBILITY:
All employees of Palomar College

COST:
The District pays 100% of the cost.

PURPOSE:
To provide benefits for on-the-job injuries or job-related illnesses. **CONTACT HAZELRIGG AT (619) 209-3750 OR HUMAN RESOURCE SERVICES FOR MORE INFORMATION.**

RETIREMENT HEALTH AND DENTAL PLANS

GROUP I

Full-time employees hired prior to March 1, 1994 working at least 10 months within a year who retire at age 55 or above (STRS participants) and who have been employed at Palomar College for 20 or more years will receive the same fully employer-paid lifetime health benefits as provided to active employees and eligible dependents for the life of the retiree.

At age 65, retirees and dependents eligible for Medicare benefits **must enroll** in Medicare A and B. Note: It is necessary to contact the Social Security Administration office three months/(90) days prior to your 65th birthday in order for your benefits to begin the month you turn age 65. Failure to enroll prior to your 65th birthday will result in your effective date being delayed. These rules also apply to your spouse.

Dental coverage will continue for retiree and eligible dependents for the life of the retiree.

Options:
Options may be exercised only during annual open enrollment periods and apply to medical health benefits only. Dental coverage remains in force as stated above.

At any time after retirement, the retiree may switch to one of the following health plans. Once made, this decision is irrevocable.

1. If the retiree is eligible for Parts A and B of Medicare, the District will pay the premium cost of a Medicare-risk HMO (an HMO that has contracted with Medicare to provide medical care – Senior Advantage for Kaiser participants); or the District will provide payment for a reasonable Medicare Supplement, not to exceed 50% of the annual super composite rate of the District-sponsored self-funded plan premium.
2. If the retiree is not eligible for parts A and B of Medicare, the District will provide payment for health insurance, not to exceed 50% of the annual super composite rate of the District-sponsored self-funded plan premium.

GROUP II

Full-time employees working at least 10 months within a year:

a) hired prior to March 1, 1994 who retire at age 55 or above (STRS participants) and have been employed at Palomar College for 10 years, but less than 20 years, or
b) hired on or after March 1, 1994 who retire at age 55 or above (STRS participants) and who have been employed at Palomar College for 10 years or more

will receive the same fully employer-paid health benefits as provided to active employees and eligible dependents until the retiree has reached the age of 65.

The spouse of the retiree at the time of retirement will receive the same fully employer-paid health benefits as provided to active employees and eligible dependents until the spouse reaches age 65 or the death of the retiree, whichever occurs first. Eligible dependent children of the retiree at the time of retirement will be covered according to the terms of the policy until the death of the retiree.

Dental coverage will continue for retiree and eligible dependents for the life of the retiree.

NOTE: Benefits-eligible employees who work less than full-time are eligible for District-paid health and dental benefits after working the equivalent to full time, 10 months (e.g. a 50% part-time employee would complete the full-time, 10 months eligibility described for Group I in 40 years) as described for Groups I & II.

GROUP III

Employees who terminate with less than ten years of employment at Palomar College are not entitled to District-paid retirement health benefits. However, under current legislation, they are entitled to purchase, at their own expense, health and dental insurance (at group rates plus a small administrative fee) for a specified period of time. (See COBRA, below.)

COBRA
CONTINUATION HEALTH AND DENTAL BENEFIT COVERAGE

If group health benefits end due to a "qualifying event," an employee and/or covered dependents may elect to continue coverage at their own expense under the plan. A qualifying event is any of the following:

1) Retirement or termination of the employee's employment (other than for gross misconduct) or reduction of hours worked which renders the employee ineligible for coverage;
2) Death of employee;
3) Divorce or legal separation;
4) Spouse and/or eligible dependents loss of coverage due to the employee becoming eligible for Medicare;
5) Dependent child ceasing to qualify as a dependent under the plan.

The employee or a family member is responsible for informing Human Resource Services within 60 days of a divorce, legal separation, or a child losing dependent status under one of the group health insurance plans.

If continuation coverage is elected, monthly payments to Palomar College are required to cover the cost of the entire premium plus a 2% administrative cost. If elected, the continued coverage will end on the earliest of the following:

a) 18 months after the date of employment termination (other than for reasons of gross misconduct) or reduction of hours worked which renders the employee ineligible for coverage;
b) 36 months after the date of any other qualifying event;
c) the date the employer ceases to provide any group health plan to any employee;
d) the date the employer fails to receive any required premium payment when due;
e) the date the employee or dependent becomes a covered employee under any other group health plan or eligible for Medicare;
f) the date a divorced or widowed spouse remarries and becomes covered under another group health plan.

CONVERSION PRIVILEGES

Please review the individual health Plan Summary information for conversion options and time limits.

INSURANCE COVERAGE WHILE ON LEAVE OF ABSENCE

During an approved personal leave of absence, an employee may retain health; dental; vision; life insurance; and long-term care provided continued payment is made through the District Payroll Office.

MEDICARE

An active employee is not required to enroll in Medicare at age 65. The health insurance that is provided through the District plan is primary for the length of employment.

At the age of 65 all retirees, who have been granted lifetime benefits, must enroll in Medicare; which becomes the primary coverage and the District benefits become secondary coverage. Contact the Social Security Administration office three months/(90) days prior to your or your spouse's 65th birthday to enroll in Medicare A and B. Failure to enroll prior to the 65th birthday will result in a delay in benefits. These rules also apply to your spouse.

VOLUNTARY INSURANCE AND OTHER SERVICES

The following services are offered on a **voluntary** basis, sponsored by various organizations or companies with premiums (if applicable) paid by the employee and enrollment subject to acceptance by the company or organization.

TYPE OF BENEFIT:
125 Flexible Spending Plan

NAME OF COMPANY:
American Fidelity Assurance Company
P. O. Box 460505
Escondido, CA 92025-9998
Telephone: 1-800-289-0261
www.af-group.com/afes

The 125 Flexible Spending Plan allows employees to set aside money, on a pre-tax basis, to pay for certain expenses. Pre-taxing means that the money is exempt from State, Federal, and Social Security taxes.
The Plan provides three areas for which the money set aside may be used. These are: dependent care, unreimbursed medical expenses, and some employee paid medical insurance premiums.

Eligible employees elect to enroll in the program for the following calendar year during an "open enrollment" period. During this period, the employee determines how much, and to which area, money should be set aside. Up to $5,000 for dependent care, and $2,400 for unreimbursed medical expenses may be set aside each year. Once enrolled, participation for that year is required unless there is a change in family status, which affects the need for this plan. The money is deducted monthly from the employee's paycheck and deposited in an account with American Fidelity for the employee's use during that plan year.

The money must be spent during the year it is deducted from the employee's paycheck, and must be spent in the category elected at the time of enrollment. The money is retrieved from the employee's account by sending an "Expense Reimbursement Voucher" along with an original receipt for the expense to American Fidelity within the deadline designated by the plan.

Employees who have completed one-year employment are eligible to participate in this program. There is no cost for participation in this plan.

TYPE OF BENEFIT:
Voluntary Term Life Insurance/Accidental Death & Dismemberment

NAME OF COMPANY:
Term Life:
United States Life Insurance Co.
3600 Route 66
Neptune, NJ 07754-1588
Telephone: (619) 571-7211

AD&D:
Cigna Life Ins. Co. of America
1601 Chestnut Street
Philadelphia, PA 19178
Telephone: (619) 571-7211

During open enrollment periods, benefits-eligible employees may purchase US Life's Voluntary term life or Cigna's accidental death & dismemberment insurance through payroll deduction. Employees are eligible for up to $300,000 coverage. The coverage is sold in $10,000 increments. Your spouse is eligible to purchase 50% of the face amount of coverage you have purchased up to a maximum benefit of $100,000. Coverage for spouses is sold in $5,000 increments. Coverage is also available for dependent children. The benefit amounts for children are $2,000, $5,000 or $10,000.

Note:
Voluntary Term Life insurance purchased after March 1, 1997 is ONLY guaranteed issued to new Palomar College benefits-eligible employees within 31 days of employment. Guaranteed issue amounts are $100,000 (employee) and $25,000 (spouse).

OTHER SERVICES AVAILABLE WITH OR WITHOUT PAYROLL DEDUCTIONS

1. Credit Union
2. Cancer and Intensive Care Insurance
3. Other Life Insurance
4. Professional Organization Dues
5. Tax Sheltered Annuities

6. Wellness Center Dues

You are the only person who can initiate or cancel a voluntary payroll deduction.

SERVICES/FACILITIES

1. **BOOKSTORE:** Palomar College Bookstore is a self-supporting College operation located adjacent to the Student Union/ Cafeteria.
2. **CAMPUS DIRECTORY:** A current Campus Directory is distributed to all employees at the beginning of the Fall semester.
3. **ENTERTAINMENT DISCOUNTS:** Discount cards are available in the Human Resource Services office for: Disneyland, Knott's Berry Farm, Magic Mountain, Movieland/Wax Museum, Sea World, Universal Studios, Wild Animal Park/San Diego Zoo, Queen Mary/Spruce Goose, Wild Rivers, Medieval Times.
4. **FOOD SERVICE:** The Staff Lounge, located in the Student Union, is open during regular food service hours.
5. **LIBRARY:** The Palomar College Library is the largest research library in north San Diego County. Features include a book collection of nearly 110,000 volumes, over 1,000 periodical titles, and a wide range of audio-visual materials. All Palomar College employees are encouraged to use the resources of their library. When borrowing materials from the library, employees need only present their Palomar Identification Card (PIC) to library staff to initiate borrowing privileges.

   The Computer Assisted Instruction Center (CAIC) is located on the first floor of the Library and is available to College employees suffering from "computer phobia" or just curious about computers. The "user friendly" staff will introduce you to state-of-the-art equipment. There are computers available with Internet access. Call CAIC for hours at (760) 744-1150, extension 2657.
6. **MAIL:** Mailboxes for employees are located in the lobby in the Administrative Services building.
7. **PALOMAR IDENTIFICATION CARDS (PIC):** Palomar identification cards for employees are available from the PIC Center in the Student Services Building. There is no charge and no appointment is necessary.
8. **PARKING:** Free parking is available for all employees with current parking permits. Employee parking permits are available at the Cashier's window - Fiscal Services. **Please note that if a parking permit is lost or stolen, a $25 fee will be charged for its replacement.**
9. **PAYDAY:** Payday for salaried employees is the last working day of each month. Payday for hourly paid employees is the 20th of each month or the workday that precedes the 20th, if the 20th is on a weekend or holiday. Paychecks are distributed in the employee's mailbox.
10. **WELLNESS COMMITTEE:** The Palomar College Wellness Committee distributes a monthly newsletter, "Well Aware", to keep employees informed about health management and to announce health and nutrition programs for employees.
11. **WELLNESS/FITNESS CENTER:** Employees and their family members who are 18 years of age or older, are eligible for membership. The two semi-annual enrollment periods are January through June and July through December. Membership fee must be paid in advance through the end of the six-month, semi-annual period. To obtain membership information, contact the Wellness Center.

1998-99 ACADEMIC SALARY SCHEDULE

Salary credit is granted for the completion of upper division or graduate level course work at an accredited institution (transcripts required).

Six salary ranges are defined. Salaries are determined based on the possession of minimum qualifications and academic and related experience.

Range B **$33,637**

Persons who hold an Associate's Degree and have six years of experience in the discipline and the appropriate certificate or license; or persons who hold a Bachelor's degree and two years of experience in the discipline and the appropriate certificate or license; or persons who hold a Vocational credential; or persons who hold a Bachelor's degree and 24 semester units of college work acquired after receiving the Bachelor's degree.

Range C **$35,368**

Persons who possess a Master's degree or Vocational credential (full-time clear) + 24 units subsequent to fulfillment of credentials.

Range D **$37,098**
Persons who hold a Bachelor's degree + 48 semester units of college work acquired after receiving the Bachelor's degree, and who, in addition, hold a Master's degree.

Range E **$38,828**
Persons who possess a Bachelor's degree + 72 semester units of college work acquired after receiving the Bachelor's degree, and who, in addition, hold a Master's degree.

Range F **$40,557**
Persons who possess a Bachelor's degree + 96 semester units of college work acquired after receiving the Bachelor's degree, and who, in addition, hold a Master's degree.

Range G **$42,287**
Persons who possess a Bachelor's degree and 120 semester units of college work acquired after receiving the Bachelor's degree, and who also possess two Master's degrees; or persons who possess an earned Doctorate from an accredited institution.

Only earned degrees (as distinguished from honorary degrees and others) from an accredited institution shall meet the requirements listed above. Quarter and trimester units of credit shall be converted to semester units for consideration.

Step Placement:
Placement on Step 1 of Range B requires an AA degree and six years of experience or a BA and two years of experience. Additional steps will be allowed for experience in excess of the minimum requirements. No person will receive an initial step placement higher than Step 8 except when the Superintendent/President has recommended that the position be advertised at a higher rate not to exceed Step 12.

Step placements on Ranges C through G are based on years of experience. One step on the schedule will be allowed for each year of prior secondary or college teaching or related occupational experience. No person will receive an initial step placement higher than Step 8 except when the restriction has been lifted by the Superintendent/President to advertise the position at a higher rate not to exceed Step 12.

Instructional Department Chairs/Directors will be paid an annual stipend based upon the amount of assigned time of the Department Chair/Director as follows:

Department Chairs/Directors with 20% Assigned Time	$3,000
Department Chairs/Directors with 40% Assigned Time	$3,200
Department Chairs/Directors with 60% Assigned Time	$3,400
Department Chairs/Directors with 80% Assigned Time	$3,600

The following administrative increments are calculated on the incumbent's salary Range, Step 1:

Non-Instructional Department Chairpersons/Directors	8% of salary
Directors 5	10% of salary

Service for more than ten calendar months. For service of 11 months, the appropriate salary for ten months shall be multiplied by 1.10; and for service of 12 months, the appropriate salary for ten months shall be multiplied by 1.20.

GUIDELINES FOR PREPARATION

FORM VERSION: 5/95
DATE REVISED: Current date

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR CREDIT COURSE NOT APPLICABLE TO THE A.A. DEGREE

(Use this form only for courses which do not apply to the A.A. Degree)

COURSE NUMBER AND TITLE:
Enter course number and title exactly as they appear (will appear) in the catalog.

UNIT VALUE:
Enter the number of units listed (to be listed) in catalog. See Table of Hours Required Per Unit.

MINIMUM NUMBER OF SEMESTER HOURS:
Enter the minimum number of hours based upon a 16 week semester. See Table of Hours Required Per Unit.

BASIC SKILLS REQUIREMENTS:
If success in the course is dependent upon communication or computation skills, enter one of the following:

Appropriate language skills
Appropriate computational skills
Appropriate language and computational skills

(Note: As the matriculation process develops more at Palomar, we will gather statistical information on the relationship between these skills and the success of our students in specific classes; such data will allow us to eventually be more specific in this entry.)

ENTRANCE REQUIREMENTS

PREREQUISITE: Enter the prerequisite(s) exactly as listed (to be listed) in the catalog; if none, so state.
COREQUISITE: Enter the corequisite(s) exactly as listed (to be listed) in the catalog; if none, so state.
RECOMMENDED PREPARATION: Enter the recommended preparation exactly as listed (to be listed) in the catalog; if none, so state.

SCOPE OF COURSE:
Enter the text of the course description exactly as it appears (will appear) in the catalog.

SPECIFIC COURSE OBJECTIVES:
What knowledge/skills should the student have acquired after successfully completing this course? The information in this section must be student outcome oriented; begin your entries with the phrase "Students will ...." (Some instructors prefer "Successful students will ...")

The objectives should be in the form of a list rather than as a narrative.

It is recommended that the use of critical thinking be included in all courses. Therefore, this section should indicate the use of critical thinking, with the understanding and application of course concepts. As you detail the course objectives, be sure to include some of the following words: analyze, explain, deduce valid conclusions, identify, anticipate or pose problems, synthesize, evaluate, compare and contrast, justify, apply principles, and solve novel problems.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:
Course content should be in outline form rather than a narrative. Topics covered during the semester should be sufficiently detailed to furnish any instructor with a comprehensive listing of the material that should be addressed during the semester. This should not be text-specific.

REQUIRED READING:
All texts approved for use in the course should be listed. If there is instructor option in choosing the text, that should be so stated and examples of approved texts should be listed.

Be sure to include year of publication and edition (except first); this is important for articulation purposes. Indicate portion of text used if entire book is not required.

The following are examples of various bibliographical entries:

Baxter, John. Chemistry Today. New York: Random House, 1988.

Scruggs, Jan and Joel L. Swerdlow. To Heal a Nation: The Vietnam Veterans Memorial. New York: Perennial Library, 1985.

Lagarsfeld, Paul F., et al., eds. Continuities in the Language of Social Research. 2nd edition. New York: Free Press, 1986.

Elder, Lonne. "Ceremonies in Dark Old Men." New Black Playwrights: An Anthology. Ed. William Couch, Jr. Baton Rouge: Louisiana State UP, 1968. 55-72.

Aristophanes. The Birds. Five Comedies of Aristophanes. Trans. Benjamin B. Rogers. Garden City: Doubleday, 1955. 110-154.

Committee on Telecommunications. Reports on Selected Topics in Telecommunications. New York: National Academy of Sciences, 1970.

Dyke, Vernon. "Human Rights in Argentina." American Journal of Political Science 18 (1974): 725-741.

Wall Street Journal.

SUGGESTED READING:
If any entry is made here, see above for appropriate bibliographical format. If none, so state.

REQUIRED WRITING:
Entry is not required here. If none, so state. If any entry is made here the type and length of the writing assignment must be specified. (Any writing assignment should be at least one paragraph in length.)

If problem solving exercises or skills demonstrations are more appropriate, so state and specify the type(s) involved.

OUTSIDE ASSIGNMENTS:
Entry is not required here. If none, so state. However, if a student is expected to read the text, study lecture/laboratory notes, write papers, work problem sets, practice skills, etc., these activities should be noted here and amount of time per week required.

INSTRUCTIONAL METHODOLOGY:
At a minimum, specify lecture, laboratory, or lecture/laboratory combination, or directed study. You may add a statement

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.
Yes* _____ No _____

If yes, check all that apply:

_____ **telecourse** (Course is taught by televised lessons not under direct supervision of an instructor. Usually some on campus lecture/discussion session are required.)

_____ **mediated instruction** (Instruction is by audio-visual means in various combinations. Usually conducted in a learning resources center not under immediate supervision of a qualified instructor.)

_____ **computer assisted instruction** (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

*Regular and effective contact for technology-mediated instruction will, of necessity, differ by discipline. Therefore, it is appropriate that the faculty member determine the amount and the method of regular and effective contact with consultation from the department chair and division dean. The Curriculum Committee will give separate approval for all courses taught in this mode.

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Must relate to the Specific Course Objectives. Be specific and quantitative; for example, 30% course grade = final, 40% course grade = exams 1-4, 30% course grade = research paper. Listing a grading scale is optional.

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?
Yes ____ No ____ Number of times course may be taken for credit: ____

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Enter name and extension number of person to contact in case of questions.

SIGNATURES:

By signing this form, I certify that this course outline of record meets all the minimum requirements for nondegree credit courses as specified in Title 5 section 55002.

Prepared by:
____
(signature) (date)

Department Chairperson/Director: ______________________________________
(signature) (date)

Division Dean: ______________________________________
(signature) (date)

Curriculum Committee Representative: ______________________________________
(if applicable) (signature) (date)

Course outlines of record should be reviewed regularly and revised as necessary.

NOTE: Some revisions to course outlines of record require Curriculum Committee approval, others do not. Please consult your dean or the Instruction Office if you need assistance.

HOURS REQUIRED PER UNIT

*Hours required per week for semester-length class
**Total hours required for short term class

Unit	Lecture Only	Lab only	Lecture/lab
0.5	0.5 hrs per wk* 8 hrs total**	1.5 hrs per week* 24 hrs total**	1 hr per week 16 hrs total**
1.0	1 hr per week* 16 hrs total**	3 hrs per week* 48 hrs total**	2 hrs per week* 32 hrs total**
1.5	1.5 hrs per wk* 24 hrs total**	4.5 hrs per week* 72 hrs total**	3 hrs per week* 48 hrs total**
2	2 hrs per week* 32 hrs total**	6 hrs per week* 96 hrs total**	4 hrs per week* 64 hrs total**
2.5	2.5 hrs per wk* 40 hrs total**	7.5 hrs per week* 120 hrs total**	5 hrs per week* 80 hrs total**
3	3 hrs per week* 48 hrs total**	9 hrs per week* 144 hrs total**	6 hrs per week* 96 hrs total**
3.5	3.5 hrs per wk* 56 hrs total**	10.5 hrs per week* 168 hrs total**	7 hrs per week* 112 hrs total**
4	4 hrs per week* 64 hrs total**	12 hrs per week* 192 hrs total**	8 hrs per week* 128 hrs total**
4.5	4.5 hrs per wk* 72 hrs total**	13.5 hrs per week* 216 hrs total**	9 hrs per week* 144 hrs total**
5	5 hrs per week* 80 hrs total**	15 hrs per week* 240 hrs total**	10 hrs per week* 160 hrs total**

GUIDELINES FOR PREPARATION

FORM VERSION: 5/95
DATE REVISED: Current date

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR DEGREE CREDIT COURSE

_____ Transfer course _____ A.A. degree applicable course (check all that apply)

COURSE NUMBER AND TITLE: (Courses numbered 100 and above are transferable):
Enter course number and title exactly as they appear (will appear) in the catalog.

UNIT VALUE:
Enter the number of units listed (to be listed) in catalog. See Table of Hours Required Per Unit.

MINIMUM NUMBER OF SEMESTER HOURS:
Enter the minimum number of hours based upon a 16 week semester. See Table of Hours Required Per Unit.

BASIC SKILLS REQUIREMENTS:
If success in the course is dependent upon communication or computation skills, enter one of the following:
Appropriate language skills

Appropriate computational skills
Appropriate language and computational skills

(Note: As the matriculation process develops more at Palomar, we will gather statistical information on the relationship between these skills and the success of our students in specific classes; such data will allow us to eventually be more specific in this entry.)

ENTRANCE REQUIREMENTS

PREREQUISITE: Enter the prerequisite(s) exactly as listed (to be listed) in the catalog; if none, so state.

COREQUISITE: Enter the corequisite(s) exactly as listed (to be listed) in the catalog; if none, so state.

RECOMMENDED PREPARATION: Enter the recommended preparation exactly as listed (to be listed) in the catalog; if none, so state.

SCOPE OF COURSE:

Enter the text of the course description exactly as it appears (will appear) in the catalog.

SPECIFIC COURSE OBJECTIVES:

What knowledge/skills should the student have acquired after successfully completing this course? The information in this section must be student outcome oriented; begin your entries with the phrase "Students will ...." (Some instructors prefer "Successful students will...")

The objectives should be in the form of a list rather than as a narrative.
It is crucial that this section indicate the use of critical thinking, with the understanding and application of course concepts at the college level. As you detail the course objectives, be sure to include some of the following words: analyze, explain, deduce valid conclusions, identify, anticipate or pose problems, synthesize, evaluate, compare and contrast, justify, apply principles, and solve novel problems.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

Course content should be in outline form rather than a narrative. Topics covered during the semester should be sufficiently detailed to furnish any instructor with a comprehensive listing of the material that should be addressed during the semester. This should not be text-specific.

REQUIRED READING:

All texts approved for use in the course should be listed. If there is instructor option in choosing the text, that should be so stated and examples of approved texts should be listed.

Appropriate bibliographic format is required. Be sure to include year of publication and edition (except first); this is important for articulation purposes. Indicate portion of text used if entire book is not required.

The following are examples of various appropriate bibliographical entries:

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Scruggs, Jan and Joel L. Swerdlow. To Heal a Nation: The Vietnam Veterans Memorial. New York: Perennial Library, 1985.

Lagarsfeld, Paul F., et al., eds. Continuities in the Language of Social Research. 2nd edition. New York: Free Press, 1986.

Elder, Lonne. "Ceremonies in Dark Old Men." New Black Playwrights: An Anthology. Ed. William Couch, Jr. Baton Rouge: Louisiana State UP, 1968. 55-72.

Aristophanes. The Birds. Five Comedies of Aristophanes. Trans. Benjamin B. Rogers. Garden City: Doubleday, 1955. 110-154.

Committee on Telecommunications. Reports on Selected Topics in Telecommunications. New York: National Academy of Sciences, 1970.

Dyke, Vernon. "Human Rights in Argentina." American Journal of Political Science 18 (1974): 725-741.

Wall Street Journal.

SUGGESTED READING:

If any entry is made here, see above for appropriate bibliographical format. If none, so state.

REQUIRED WRITING:

Unless problem solving exercises or skills demonstrations by the students are more appropriate, students must be given writing assignments that demonstrate their ability to apply the skills learned in the course. The type and length of the writing assignment must be specified. (To satisfy the writing requirement, an assignment must be at least one paragraph in length.)

If problem solving exercises or skills demonstrations are more appropriate, so state and specify the type(s) involved.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Specify type of outside assignments expected of students such as reading the text, studying lecture/laboratory notes, writing papers, working problem sets, practicing skills, etc. (Entry required here for all courses)

INSTRUCTIONAL METHODOLOGY:

At a minimum, specify lecture, laboratory, lecture-laboratory combination, or directed study. You may add a statement.

Check all that apply:

____ lecture
____ laboratory
____ lecture-laboratory combination
____ directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes* _____ No _____

If yes, check all that apply:

____ **telecourse** (Course is taught by televised lessons not under direct supervision of an instructor. Usually some on campus lecture/discussion session are required.)

____ **mediated instruction** (Instruction is by audio-visual means in various combinations. Usually conducted in a learning resources center not under immediate supervision of a qualified instructor.)

____ **computer assisted instruction** (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

*Regular and effective contact for technology-mediated instruction will, of necessity, differ by discipline. Therefore, it is appropriate that the faculty member determine the amount and the method of regular and effective contact with consultation from the department chair and division dean. The Curriculum Committee will give separate approval for all courses taught in this mode.

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students): Must relate to the Specific Course Objectives. Be specific and quantitative; for example, 30% course grade = final, 40% course grade = exams 1-4, 30% course grade = research paper. Listing a grading scale is optional.

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes _____ No _____ Number of times course may be taken for credit: _____.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Enter name and extension number of person to contact in case of questions.

SIGNATURES:

> **By signing this form, I certify that this course outline of record meets all the minimum requirements for associate degree credit courses as specified in Title 5 section 55002.**

Prepared by: ______________________________
(signature) (date)

Department Chairperson/Director: ______________________________
(signature) (date)

Division Dean: ______________________________
(signature) (date)

Curriculum Committee Representative: ______________________________

(if applicable) (signature) (date)

Course outlines of record should be reviewed regularly and revised as necessary.

NOTE: Some revisions to course outlines of record require Curriculum Committee approval, others may not. Please consult your dean or the Instruction Office if you need assistance.

TABLE OF HOURS REQUIRED PER UNIT

*Hours required per week for semester-length class
**Total hours required for short term class

Unit	Lecture Only	Lab only	Lecture/lab
0.5	0.5 hrs per wk* 8 hrs total**	1.5 hrs per week* 24 hrs total**	1 hr per week 16 hrs total**
1.0	1 hr per week* 16 hrs total**	3 hrs per week* 48 hrs total**	2 hrs per week* 32 hrs total**
1.5	1.5 hrs per wk* 24 hrs total**	4.5 hrs per week* 72 hrs total**	3 hrs per week* 48 hrs total**
2	2 hrs per week* 32 hrs total**	6 hrs per week* 96 hrs total**	4 hrs per week* 64 hrs total**
2.5	2.5 hrs per wk* 40 hrs total**	7.5 hrs per week* 120 hrs total**	5 hrs per week* 80 hrs total**
3	3 hrs per week* 48 hrs total**	9 hrs per week* 144 hrs total**	6 hrs per week* 96 hrs total**
3.5	3.5 hrs per wk* 56 hrs total**	10.5 hrs per week* 168 hrs total**	7 hrs per week* 112 hrs total**
4	4 hrs per week* 64 hrs total**	12 hrs per week* 192 hrs total**	8 hrs per week* 128 hrs total**
4.5	4.5 hrs per wk* 72 hrs total**	13.5 hrs per week* 216 hrs total**	9 hrs per week* 144 hrs total**
5	5 hrs per week* 80 hrs total**	15 hrs per week* 240 hrs total**	10 hrs per week* 160 hrs total**

GUIDELINES FOR PREPARATION

FORM VERSION: 5/95
DATE REVISED: Current date

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
NONCREDIT COURSE

(Use this form only for Noncredit courses)

COURSE NUMBER AND TITLE:
Enter course number and title exactly as they appear (will appear) in the catalog and in promotional material.

NUMBER OF HOURS:
Enter number of hours course meets.

SCOPE OF COURSE:
Enter the text of the course description exactly as it appears (will appear) in the catalog and in promotional material.

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SPECIFIC COURSE OBJECTIVES:
What knowledge/skills should the student have acquired after successfully complete this course? The information in this section must be student outcome oriented; begin your entries with the phrase "Students will:"

The objectives should be in the form of a list rather than as a narrative.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:
List or put in outline form rather than a narrative.

MATERIALS REQUIRED:
List materials required, if appropriate. If none, so state.

TEXTS RECOMMENDED OR REQUIRED:
List recommended or required texts using appropriate bibliographic entry. If none, so state.

The following is an example of a bibliographical entry:

Hawthorne, Charles, Hawthorne on Painting, New York: Dover, 1960.

INSTRUCTIONAL METHODOLOGY:
At a minimum, specify lecture, laboratory, or lecture/laboratory combination. You may add a statement.

Check all that apply:
____ lecture
____ laboratory
____ lecture-laboratory combination

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.
Yes* _____ No _____

If yes, check all that apply:

_____ **telecourse** (Course is taught by televised lessons not under direct supervision of an instructor. Usually some on campus lecture/discussion session are required.)
_____ **mediated instruction** (Instruction is by audio-visual means in various combinations. Usually conducted in a learning resources center not under immediate supervision of a qualified instructor.)
_____ **computer assisted instruction** (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

*Regular and effective contact for technology-mediated instruction will, of necessity, differ by discipline. Therefore, it is appropriate that the faculty member determine the amount and the method of regular and effective contact with consultation from the department chair and division dean. The Curriculum Committee will give separate approval for all courses taught in this mode.

METHODS OF DETERMINING WHETHER THE STATED OBJECTIVES HAVE BEEN MET BY STUDENTS:
Methods may include demonstration of particular skills, project completion, exams, performance improvement, meeting individual goals, etc.

CONTACT PERSON: Enter name and extension number of person to contact in case of questions.

SIGNATURES:

By signing this form, I certify that this course outline of record meets all the minimum requirements for noncredit courses as specified in Title 5 section 55002.

Prepared by:

____
(signature) (date)

Department Chairperson/Director: ____
(signature) (date)

Division Dean: ____
(signature) (date)

Curriculum Committee Representative: ____
(if applicable) (signature) (date)

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Course outlines of record should be reviewed and revised regularly.

NOTE: Some revisions to course outlines of record require Curriculum Committee approval, others may not. Please consult your dean or the Instruction Office if you need assistance.

FACULTY EMERITI

Name	*Employed/Retired*	*Department*
Adolph Heyne	1946-1969	Foreign Languages
Charles Coutts	1946-1974	Sciences, Mathematics, Dean
Esther Nesbin Altmann	1947-1977	Library & Dean
George Toll	1947-1970	Business
Godfrey Mortimer	1948-1961	Sciences
Eugene Stevens	1948-1977	Life Sciences
Wao "Rusty" Myers	1953-1973	Athletics
John Barlow	1953-1977	Art
Robert Bowman	1953-1981	Athletics
Irene Petz	1953-1980	Chemistry
Howard R. Brubeck	1953-1970	Music, Humanities Dean
Kenneth Grisingher	1954-1966	History
Roland Phelps	1954-1968	Journalism
Virgil Bergman	1955-1979	Speech, Drama & Dean
Donna Reiser	1955-1975	Physical Education
John D. Schettler	1956-1983	Philosophy, Vice-President
Everett Robertson	1956-1980	Engineering
Victor Heyden	1957-1984	Speech
Daniel Pratola	1959-1983	Foreign Languages
Harry Mahan	1957-1984	Psychology
Burrill Monk	1958-1970	Music
Dwight Boehm	1958-1965	English & Dean
Harold Coffman	1958-1964	Psychology
Robert Woodward	1959-1984	Business & Dean
Richard Norlin	1959-1993	English
Warren Donahue	1959-1984	Mathematics
Fred Elliott	1960-1981	Life Sciences
Joseph Hydock	1960-1988	Earth Sciences
James Keesee	1960-1976	Electronics
James Felton	1960-1990	Business
Ray Jessop	1960-1993	Physics
Bill Bedford	1961-1996	Physics & Engineering
Chris Pagakis	1961-1982	Physical Education
Carl Senge	1961-1982	Business
Palmer Kremer	1961-1980	History
Jay Johnson	1961-1998	Foreign Languages
Theodore Kilman	1962-1993	Journalism, Vice President
Joseph Gordon	1962-1985	History
Joseph Willis	1962-1990	Earth Sciences
Nellie Kline	1962-1987	Business
Aileen Hudgens	1962-1990	Mathematics
Kent Backart	1962-1992	Chemistry/Aeronautics
Justus Ahrend	1964-1982	Photography
Robert Fullerton	1963-1995	Mathematics
Sheridan Hegland	1964-1970	Political Science
Mildred Ayers	1964-1984	Physical Education
Vernon Barker	1964-1990	Mathematics
James Hulbert	1964-1980	Art
Angelo Carli	1964-1998	English
James Weld	1965-1990	Music
Marilyn Crist Burke	1965-1977	Spanish
Nicholas Disparti	1965-1982	Wood Technology
Russell Baldwin	1965 1988	Art
Rita A. White	1965-1990	Art
Mack Wiebe	1965-1993	Physical Education

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Name	*Employed/Retired*	*Department*
Robert Larson	1965-1998	Counselor, Director, Transfer Center
Raymond D. Dahlin	1965-1999	Speech/Communication
M. Diane Gibson	1965-1999	English
Ernest Shiwanov	1966-1994	Chemistry
Richard B. Peacock	1966-1997	Communications
Carolyn Wood	1966-1997	Librarian
Mary Fulton	1966-1976	Nursing Education
Richard Noble	1966-1981	Earth Sciences
Viola Jeffery	1966-1982	Physical Education
LaVere Campbell	1966-1984	Business
Beauford Chambless	1966-1983	Political Science
Francis R. Martinie	1966-1999	Economics, History, Political Science
Abraham Gruber	1964-1994	Behavioral Sciences
Arthur "Tony" Lynds	1964-1997	Physical Education
George Austin	1967-1990	Drafting
Dockin A. Marrin	1967-1990	Physical Education/Athletics
Larry Bertram	1967-1994	Trades & Industry
Byron Gibbs	1967-1997	Counseling, Tutoring
Donnabelle Casey	1967-1984	Nursing Education
Harry E. Bliss	1967-1999	Art
Buddy Ashbrook	1968-1993	Drama
Warren Hawley	1968-1992	Political Science
Eleanor Heltzel	1968-1982	Child Development
Martha Lehr	1968-1985	Counseling
Steven Hinthorne	1968-1985	Mathematics
Fred Wilhelm	1968-1988	Journalism
Val Sanders	1968-1998	Art
Ron Wiestling	1969-1990	Mathematics
Robert Coleman	1969-1992	English
Patricia Grant	1969-1989	English Second Language
Ben McCormick	1969-1990	English
Michael Curran	1969-1988	Physical Education
Betty Webb	1969-1990	English
Marcia K. Shallcross	1969-1994	Business Education
Andrew Gilmour	1969-1995	Athletics
James M. Wood, II	1969-1999	Physics and Engineering
Charles J. Hanlen	1969-1999	Economics, History, Political Science
Duncan McGilvray	1970-1996	Economics, History, Political Science
David Chittock	1970-1986	Counseling
Tom Dolan	1970-1986	Computer Science
Joan Mahoney	1970-1990	Nursing Education
Walter F. L. Brown	1970-1983	Vocational Education Dean
Ruth Murphy	1970-1990	Nursing Education
Gary M. Freeman	1979-1999	Life Sciences
William H.Minnick	1971-1990	Trades & Industry
Ramona Colwell	1971-1995	Mathematics
Clarice Hankins	1971-1990	Health Services
Don Hubbard	1971-1987	Physical Education
Carl Iserman	1971-1986	Welding
Mildred Nydegger	1971-1981	Music
Ruth Clothier	1971-1988	Child Development
Ronna Rogers	1972-1997	Child Development
Celia Ann Brink	1972-1994	Social Sciences
Aura Cuevas	1972-1998	English
Francis Jones	1972-1998	Art

Name	*Employed/Retired*	*Department*
J. Frank Hankin	1973-1994	E.O.P.&S.
Jim Harlow	1973-1997	ESL
Janet Hafner	1973-1998	ESL
Horace H. Dixon	1974-1994	Business Education
Jim Hammond	1974-1997	Counseling
Robert Lusky	1974-1997	Physical Education
Rosemary Davis	1974-1996	Child Development
Willie Golden	1974-1990	Automotive Technology
Russell Jackson	1974-1990	Communications
Joseph W. Wildenberg	1974-1995	Wastewater Technology
Brenda Montiel	1974-1998	Performing Arts
Larry Williams	1974-1998	Business Education
Beverly Toth	1974-1998	Dental Assisting
Selma Zarakov	1975-1995	Gerontology
Harry Barnet	1975-1990	Chemistry
John Kratt	1976-1993	Criminal Justice
G. Vernon Ellison	1977-1994	Physical Education
Louis Tornillo	1977-1997	Trades & Industry
Sylvia Tatman	1977-1998	Nursing Education
Kenneth D. Burns	1977-1999	Counseling
Patricia Law	1979-1995	Consumer Sciences
Susan A. Griffin	1979-1999	Nursing Education
George E. John	1980-1995	R.O.P.
Melba Kooyman	1985-1998	Nursing Education

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